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ABSTRACT

The objective of the project was to develop methods for establishing output and input performance standards for the placement and placement support functions of the United States Employment Service (ES). This part of Volume 2 reports substantive findings and recommendations developed during the course of the project. A key recommendation is that performance standards be used in an Integrated Management System context in conjunction with planning, budgeting, evaluation, and diagnostic tools to improve overall performance. The volume presents findings from an intensive analysis of the internal structure of the Balanced Payment Formula (BPF), the ES performance-based budgeting tool; findings from an analysis of the effects of external economic, policy, and law factors on ES performance; and findings from field tests of data collection and analysis methods to be used for establishing ES input standards. Appended materials include: BPF Formula Tables for fiscal years 1975 and 1976; 1976 BPF Arithmetic Statement; BPF Simulation Results; and other tables. (Author/SA)

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VOLUME 2

FINDINGS AND RECOMMENDATIONS

DEVELOPMENT OF PERFORMANCE
STANDARDS FOR ES

PART B

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15. Supplementary Notes

16. Abstracts

The objective of the project was to develop methods for establishing output and input performance standards for the placement and placement support functions of the United States Employment Service (ES). Volume 2, Findings and Recommendations, reports substantive findings and recommendations developed during the course of the project. A key recommendation is that performance standards be used in an Integrated Management System context, in conjunction with planning, budgeting, evaluation and diagnostic tools to improve overall performance. The volume presents findings from an intensive analysis of the internal structure of the Balanced Placement Formula (BPF), the ES performance-based budgeting tool; findings from analysis of the efforts of external economic, policy and law factors on ES performance; and findings from field tests of data collection and analysis methods to be used for establishing ES input standards. Detailed statistical appendices are included.

17. Key Words and Document Analysis. 17a. Descriptors

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Preface

This Volume contains the results of the field work and analysis under this contract. It also contains a description of an integrated management system which we believe provides the proper conceptual framework for relating output standards to the inputs and other internal ES factors. Our findings have led us to conclude that only an integrated approach should be used in further development of BPF (output) type measure and performance standards (inputs). Chapter one sets the stage by describing and illustrating the relationship of outputs and inputs within the conceptual framework. Chapters two and three present detailed findings of our project.

2. LO Summary, for each LO(19) visited

PERFORMANCE STANDARDS
LOCAL OFFICE SUMMARY - REPORT NO. 1 WEEK 10/15/74

LOCAL OFFICE NO. 1A OFFICE NAME CITY NAME, STATE NAME TOTAL STAFF -

ACTIVITY	TOTAL MINUTES	TOTAL QUANTITY	UNIT COST IN MIN.	PCT. OF RESOURCE	SERVICE PERCENT
AT	5100	439	11.6	11.6	37.5
CS	30	N/A	N/A	0.1	N/A
CO	3175	66	48.1	7.2	9.0
ES	160	26	6.2	0.4	N/A
FC	4460	730	6.1	10.1	37.6
JD	625	43	14.5	1.4	7.1
JIS	1040	166	6.3	2.4	N/A
JO	478	40	12.0	1.1	N/A
RC	5	1	5.0	0.01	N/A
RE	2655	1138	2.3	6.0	0.4
RI	5930	604	9.8	13.4	53.1
TE	550	99	5.6	1.2	1.8
VE	1974	368	5.4	4.5	183.6
X	17912	N/A	N/A	40.6	N/A
RI/I		N/A			
RI/J		N/A			

ACTIVITY KEY

CODE	ACTIVITY NAME	QUANTITY	CODE	ACTIVITY NAME	QUANTITY
AT	APPLICATION TAKING	APPLICATIONS	JO	JOB ORDER TAKING	JOB ORDERS
CS	COMMUNITY SERVICE	N/A	RE	RECEPTION	APPLICANTS
CO	COUNSELING	APPLICANTS	RC	REFERRAL CONTROL	REFERRAL REQUESTS
ES	EMPLOYER SERVICE	ESR ACCOUNTS	RI	REFERRAL INTERVIEWING	APPLICANTS
FC	FILL SEARCH/CALL-IN	CALL-IN ATTEMPTS	TE	TESTING	APPLICANTS
JD	JOB DEVELOPMENT	ATTEMPTS	VE	VERIFICATION/VALIDATION	RESULTS/ORDERS VERIFIED
JIS	JOB INFORMATION SERVICE	APPLICANTS	X	NONE OF THE ABOVE	N/A

SERVICE PERCENT DERIVATIVES

AT	NEW APPLICANTS + RENEWALS/TOTAL TRAFFIC	JO	OPENINGS RECEIVED/TOTAL EMPLOYMENT
CS	N/A	RE	TOTAL TRAFFIC/TOTAL EMPLOYMENT
ES	ESR PROBLEM CONTACTS/ESR ROUTINE CONTACTS	RC	REFERRAL REQUESTS/JOB REFERRALS
FC	CALL-IN ATTEMPTS/ACTIVE APPLICANT FILE	RI	REFERRAL INTERVIEWS/TOTAL TRAFFIC
JD	JD ATTEMPTS/REFERRAL INTERVIEWS	TE	TESTED/TOTAL TRAFFIC
JIS	REFERRAL INTERVIEWS FROM JIS/TOTAL TRAFFIC	VE	VERIFIED + VALIDATED/OPENINGS RECEIVED

PERFORMANCE STANDARDS
LOCAL OFFICE ANALYSIS OF NON-PLACEMENT TIME - REPORT NO. 2 WEEK 10/15/74

LOCAL OFFICE NO. 1A OFFICE NAME CITY NAME, STATE NAME TOTAL STAFF -

ACTIVITY	TOTAL MINUTES	PCT. OF RESOURCE
XC	1065	2.4
XE	500	1.1
XF	1075	2.4
XI	1410	3.2
XJ	3265	7.4
XM	1785	4.0
XS	1520	3.4
XV	480	1.1
XX	6812	15.4

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ACTIVITY KEY

CODE	ACTIVITY NAME
XC	CETA
XE	JOB STUDY
XF	FILING, TYPING, CLERICAL, SWITCHBOARD
XI	SICK
XJ	JOB CORPS, FOOD STAMP, UI, ETC.
XM	MEETING, TRAINING
XS	SUPERVISION, MANAGEMENT, SELF-APPRAISAL SYSTEM
XV	VACATION, ANNUAL LEAVE
XX	PERSONAL, COFFEE BREAK, JOB BANK, ALL ELSE

! FOR CE AND S

LOCAL OFFICE SUMMARY - REPORT NO. 1 WEEK 10/15/74

LOCAL OFFICE NO. 1B OFFICE NAME CITY NAME, STATE NAME TOTAL STAFF - 30

ACTIVITY	TOTAL MINUTES	TOTAL QUANTITY	UNIT COST IN MIN.	PCT. OF RESOURCE	SERVICE PERCENT
AT	5585	410	13.6	7.9	22.2
CS	690	7	N/A	1.0	N/A
CO	1260	42	30.0	.8	2.6
ES	200	11	18.2	0.3	N/A
FC	2060	198	10.4	2.9	7.5
JD	1160	116	10.0	1.6	8.4
JIS	1175	114	10.3	1.7	N/A
JO	2370	171	13.9	3.3	N/A
RC	0	N/A	N/A	.0	N/A
RE	2775	1920	1.5	3.9	0.7
RI	14750	1383	10.7	20.8	72.0
TE	240	4	60.0	0.3	0.5
VE	1765	324	5.4	2.5	187.8
X	36945			52.0	

RI/I	N/A
RI/J	N/A

ACTIVITY KEY

CODE	ACTIVITY NAME	QUANTITY	CODE	ACTIVITY NAME	QUANTITY
AT	APPLICATION TAKING	APPLICATIONS	JO	JOB ORDER TAKING	JOB ORDERS
CS	COMMUNITY SERVICE	N/A	RE	RECEPTION	APPLICANTS
CO	COUNSELING	APPLICANTS	RC	REFERRAL CONTROL	REFERRAL REQUESTS
ES	EMPLOYER SERVICE	ESR ACCOUNTS	RI	REFERRAL INTERVIEWING	APPLICANTS
FC	FILE SEARCH/CALL-IN	CALL-IN ATTEMPTS	TE	TESTING	APPLICANTS
JD	JOB DEVELOPMENT	ATTEMPTS	VE	VERIFICATION/VALIDATION	RESULTS/ORDERS VERIFIED
JIS	JOB INFORMATION SERVICE	APPLICANTS	X	NONE OF THE ABOVE	N/A

SERVICE PERCENT DERIVATIVES

AT	NEW APPLICANTS + RENEWALS/TOTAL TRAFFIC	JO	OPENINGS RECEIVED/TOTAL EMPLOYMENT
CS	N/A	RE	TOTAL TRAFFIC/TOTAL EMPLOYMENT
ES	ESR PROBLEM CONTACTS/ESR ROUTINE CONTACTS	RC	REFERRAL REQUESTS/JOB REFERRALS
FC	CALL-IN ATTEMPTS/ACTIVE APPLICANT FILE	RI	REFERRAL INTERVIEWS/TOTAL TRAFFIC
JD	JD ATTEMPTS/REFERRAL INTERVIEWS	TE	TESTED/TOTAL TRAFFIC
JIS	REFERRAL INTERVIEWS FROM JIS/TOTAL TRAFFIC	VE	VERIFIED + VALIDATED/OPENINGS RECEIVED

PERFORMANCE STANDARDS

LOCAL OFFICE ANALYSIS OF NON-PLACEMENT TIME - REPORT NO. 2 WEEK 10/15/74

LOCAL OFFICE NO. 1B OFFICE NAME CITY NAME, STATE NAME TOTAL STAFF - 30

ACTIVITY	TOTAL MINUTES	PCT. OF RESOURCE
XC	0	0
XE	400	0.6
XF	1840	2.6
XI	6780	9.5
XJ	7425	10.4
XM	210	0.3
XS	4080	5.7
XV	8330	11.7
XX	7980	11.2

ACTIVITY KEY

CODE	ACTIVITY NAME
XC	[illegible]TA
XE	[illegible]B STUDY
XF	[illegible]LING, TYPING, CLERICAL, SWITCHBOARD
XI	[illegible]CK
XJ	[illegible]B CORPS, FOOD STAMP, UI, ETC.
XM	[illegible]ITING, TRAINING
XS	[illegible]PERVISION, MANAGEMENT, SELF-APPRAISAL SYSTEM
XV	[illegible]CATION, ANNUAL LEAVE
XX	[illegible]RSONAL, COFFEE BREAK, JOB BANK, ALL ELSE

PERFORMANCE STANDARDS
LOCAL OFFICE SUMMARY - REPORT NO. 1 WEEK 10/15/75

LOCAL OFFICE NO. 1C OFFICE NAME CITY NAME, STATE NAME TOTAL STAFF - 34

ACTIVITY	TOTAL MINUTES	TOTAL QUANTITY	UNIT COST IN MIN.	PCT. OF RESOURCE	SERVICE PERCENT
AT	10575	496	21.3	14.7	34.0
CS	720		N/A	1.0	
CO	110	28	39.6	1.5	4.2
ES	255	32	8.0	0.4	
FC	9600	653	14.7	13.3	30.7
JD	1035	163	6.4	1.4	14.0
JIS	955	N/A	N/A	1.3	
JO	821	99	8.3	1.1	
RC	N/A	N/A			N/A
RE	2890	1426	2.0	4.0	N/A
RI	14019	1164	12.0	19.5	0.5
TE	205	14	14.6	.03	81.6
VE	1790	250	7.2	2.5	1.4
X	28314			39.3	143.0

74 11

RI/I	N/A
RI/J	N/A

ACTIVITY KEY

CODE	ACTIVITY NAME	QUANTITY	CODE	ACTIVITY NAME	QUANTITY
AT	APPLICATION TAKING	APPLICATIONS	JO	JOB ORDER TAKING	JOB ORDERS
CS	COMMUNITY SERVICE	N/A	RE	RECEPTION	APPLICANTS
CO	COUNSELING	APPLICANTS	RC	REFERRAL CONTROL	REFERRAL REQUESTS
ES	EMPLOYER SERVICE	ESR ACCOUNTS	RI	REFERRAL INTERVIEWING	APPLICANTS
FC	FILE SEARCH/CALL-IN	CALL-IN ATTEMPTS	TE	TESTING	APPLICANTS
JD	JOB DEVELOPMENT	ATTEMPTS	VE	VERIFICATION/VALIDATION	RESULTS/ORDERS VERIFIED.
JIS	JOB INFORMATION SERVICE	APPLICANTS	X	NONE OF THE ABOVE	N/A

SERVICE PERCENT DERIVATIVES

AT NEW APPLICANTS + RENEWALS/TOTAL TRAFFIC	JO OPENINGS RECEIVED/TOTAL EMPLOYMENT
CS N/A	RE TOTAL TRAFFIC/TOTAL EMPLOYMENT
ES ESR PROBLEM CONTACTS/ESR ROUTINE CONTACTS	RC REFERRAL REQUESTS/JOB REFERRALS
FC CALL-IN ATTEMPTS/ACTIVE APPLICANT FILE	RI REFERRAL INTERVIEWS/TOTAL TRAFFIC
JD JD ATTEMPTS/REFERRAL INTERVIEWS	TE TESTED/TOTAL TRAFFIC
JIS REFERRAL INTERVIEWS FROM JIS/TOTAL TRAFFIC	VE VERIFIED + VALIDATED/OPENINGS RECEIVED

PERFORMANCE STANDARDS
LOCAL OFFICE ANALYSIS OF NON-PLACEMENT TIME - REPORT NO. 2 WEEK 10/15/74

LOCAL OFFICE NO. 1C OFFICE NAME CITY NAME, STATE NAME TOTAL STAFF - 34

ACTIVITY	TOTAL MINUTES	PCT. OF RESOURCE
XC	1225	1.7
XE	25	.0
XF	2380	3.3
XI	2990	4.1
XJ	5000	6.9
XM	3700	5.1
XS	1850	2.6
XV	4044	5.6
XX	7100	9.8

ACTIVITY KEY

CODE	ACTIVITY NAME
XC	TA
XE	S STUDY
XF	LING, TYPING, CLERICAL, SWITCHBOARD
XI	CK
XJ	B CORPS, FOOD STAMP, UI, ETC.
XM	ETING, TRAINING
XS	PERVISION, MANAGEMENT, SELF-APPRAISAL SYSTEM
XV	CATION, ANNUAL LEAVE
XX	RSONAL, COFFEE BREAK, JOB BANK, ALL ELSE

PERFORMANCE STANDARDS
LOCAL OFFICE SUMMARY - REPORT NO. 1

WEEK 12/9/74

LOCAL OFFICE O. ID OFFICE NAME CITY NAME, STATE NAME TOTAL STAFF - 014

ACTIVITY	TOT [illegible]	S	TOTAL QUANTITY	UNIT COST IN MIN.	PCT. OF RESOURCE	SERVICE PERCENT
AI	137		179	7.7	4.2	47.4
[illegible]	107		N/A	N/A	3.3	N/A
[illegible]	[illegible]		16	56.3	2.8	11.6
[illegible]	[illegible]		1	55.0	0.2	---
AC	108		228	8.2	5.8	10.2
[illegible]	2[illegible]		27	1.7	0.9	11.8
[illegible]	5[illegible]		76	1.1	1.5	79.7
[illegible]	10[illegible]		112	10.2	5.6	0.03
RC	[illegible]		0	--	0.0	N/A
RE	113[illegible]		617	1.8	3.5	0.2
RI	637[illegible]		314	20.3	19.7	50.9
TE	[illegible]		0	--	0.0	0.6
VE	106[illegible]		264	6.3	5.1	265.9
X	153[illegible]		N/A	N/A	47.4	N/A
[illegible]	23[illegible]		64	37.3	7.4	
[illegible]	39[illegible]		250	15.9	12.3	

PERFORMANCE STANDARDS

LOCAL OFFICE ANALYSIS OF NON-PLACEMENT TIME - REPORT NO. 2 WEEK 12/9/74

LOCAL OFFICE J. -1D OFFICE NAME CITY NAME, STATE NAME TOTAL STAFF - 014

ACTIVITY	TOTAL MAN-HOURS	PCT. OF RESOURCE
AC		0.0
AE	4[illegible]	1.3
AF	9[illegible]	2.8
AI	12[illegible]	3.7
AJ	30[illegible]	9.3
[illegible]	32[illegible]	10.0
AS	12[illegible]	3.9
[illegible]	8[illegible]	2.5
AX	44[illegible]	13.8

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ACTIVITY KEY

CODE	ACTIVITY NAME
AC	CETA
AE	EES STUDY
AF	FILING, TYPING, CLERICAL, SWITCHBOARD
AI	SICK
AJ	JOB [illegible]'S, FOOD STAMP, UI, ETC.
AM	MEETING, TRAINING
AS	SUPER[illegible] SICK, MANAGEMENT, SELF-APPRAISAL SYSTEM
AV	VACATION, ANNUAL LEAVE
AX	PERSONAL, COFFEE BREAK, JOB BANK, ALL ELSE

PERFORMANCE STANDARDS
LOCAL OFFICE SUMMARY - REPORT NO. 1 WEEK 10/13/74

LOCAL OFFICE NO. 1E-X OFFICE NAME CITY NAME, STATE NAME TOTAL STAFF - 20

ACTIVITY	TOTAL MINUTES	TOTAL QUANTITY	UNIT COST IN MIN.	PCT. OF RESOURCE	SERVICE PERCENT
AT					
CS					
CO					
ES	7610	125	60.9	16.1	
FC					
JD					
JIS					
JO	9440	302	31.3*	20.0	
RC	6020	80	75.3*	12.8	
RI					
TE					
VE	10250	762	13.5*	21.7	
X	13845	-	-	28.7	

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15

RI/I	N/A	
RI/J	N/A	

* Quantity data collected incorrectly

ACTIVITY KEY

CODE	ACTIVITY NAME	QUANTITY	CODE	ACTIVITY NAME	QUANTITY
AT	APPLICATION TAKING	APPLICATIONS	JO	JOB ORDER TAKING	JOB ORDERS
CS	COMMUNITY SERVICE	N/A	RE	RECEPTION	APPLICANTS
CO	COUNSELING	APPLICANTS	RC	REFERRAL CONTROL	REFERRAL REQUESTS
ES	EMPLOYER SERVICE	ESR ACCOUNTS	RI	REFERRAL INTERVIEWING	APPLICANTS
FC	FILE SEARCH/CALL-IN	CALL-IN ATTEMPTS	TE	TESTING	APPLICANTS
JD	JOB DEVELOPMENT	ATTEMPTS	VE	VERIFICATION/VALIDATION	RESULTS/ORDERS VERIFIED
JIS	JOB INFORMATION SERVICE	APPLICANTS	X	NONE OF THE ABOVE	N/A

SERVICE PERCENT DERIVATIVES

AT	NEW APPLICANTS + RENEWALS/TOTAL TRAFFIC	JO	OPENINGS RECEIVED/TOTAL EMPLOYMENT
CS	N/A	RE	TOTAL TRAFFIC/TOTAL EMPLOYMENT
ES	ESR PROBLEM CONTACTS/ESR ROUTINE CONTACTS	RC	REFERRAL REQUESTS/JOB REFERRALS
FC	CALL-IN ATTEMPTS/ACTIVE APPLICANT FILE	RI	REFERRAL INTERVIEWS/TOTAL TRAFFIC
JD	JD ATTEMPTS/REFERRAL INTERVIEWS	TE	TESTED/TOTAL TRAFFIC
JIS	REFERRAL INTERVIEWS FROM JIS/TOTAL TRAFFIC	VE	VERIFIED + VALIDATED/OPENINGS RECEIVED

PERFORMANCE STANDARDS
LOCAL OFFICE ANALYSIS OF NON-PLACEMENT TIME - REPORT NO. 2 WEEK 10/15/74

LOCAL OFFICE NO. 1E-X OFFICE NAME CITY NAME, STATE NAME TOTAL STAFF - 20

ACTIVITY	TOTAL MINUTES	PCT. OF RESOURCE
XC	50	.1
XE	100	.2
XF	2930	6.2
XI	3780	8.0
XJ	0	-
XM	865	1.8
XS	150	.3
XV	660	1.4
XX	4980	10.6

ACTIVITY KEY

CODE	ACTIVITY NAME
XC	C PA
XE	E S STUDY
XF	F ING, TYPING, CLERICAL, SWITCHBOARD
XI	S CK
XJ	J S CORPS, FOOD STAMP, UI, ETC.
XM	M TING, TRAINING
XS	S ERVISION, MANAGEMENT, SELF-APPRAISAL SYSTEM
XV	V CATION, ANNUAL LEAVE
XX	P RSONAL, COFFEE BREAK, JOB BANK, ALL ELSE

[illegible] STANDARDS

LOCAL OFFICE SUMMARY - REPORT NO. 1 WEEK 10/15/74

LOCAL OFFICE NO. 1F-X OFFICE NAME CITY NAME, STATE NAME TOTAL STAFF - 16

ACTIVITY	TOTAL MINUTES	TOTAL QUANTITY	UNIT COST IN MIN.	PCT. OF RESOURCE	SERVICE PERCENT
AT					
CS					
CO					
ES	6390	249	25.7	17.6	
FC					
JD					
JIS					
JO	7077	234	30.1	19.4	
RC	3335	736	4.5	9.2	
RE					
RI					
TE					
VE	6985	1941	3.6	19.2	
X	12550			34.5	
RI/I	N/A				
RI/J	N/A				

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ACTIVITY KEY

CODE	ACTIVITY NAME	QUANTITY
AT	APPLICATION TAKING	APPLICATIONS
CS	COMMUNITY SERVICE	N/A
CO	COUNSELING	APPLICANTS
ES	EMPLOYER SERVICE	ESR ACCOUNTS
FC	FILE SEARCH/CALL-IN	CALL-IN ATTEMPTS
JD	JOB DEVELOPMENT	ATTEMPTS
JIS	JOB INFORMATION SERVICE	APPLICANTS
JO	JOB ORDER TAKING	JOB ORDERS
RE	RECEPTION	APPLICANTS
RC	REFERRAL CONTROL	REFERRAL REQUESTS
RI	REFERRAL INTERVIEWING	APPLICANTS
TE	TESTING	APPLICANTS
VE	VERIFICATION/VALIDATION	RESULTS/ORDERS VERIFIED
X	NONE OF THE ABOVE	N/A

SERVICE PERCENT DERIVATIVES

AT NEW APPLICANTS + RENEWALS/TOTAL TRAFFIC	JO OPENINGS RECEIVED/TOTAL EMPLOYMENT
CS N/A	RE TOTAL TRAFFIC/TOTAL EMPLOYMENT
ES ESR PROBLEM CONTACTS/ESR ROUTINE CONTACTS	RC REFERRAL REQUESTS/JOB REFERRALS
FC CALL-IN ATTEMPTS/ACTIVE APPLICANT FILE	RI REFERRAL INTERVIEWS/TOTAL TRAFFIC
JD JD ATTEMPTS/REFERRAL INTERVIEWS	TE TESTED/TOTAL TRAFFIC
JIS REFERRAL INTERVIEWS FROM JIS/TOTAL TRAFFIC	VE VERIFIED + VALIDATED/OPENINGS RECEIVED

PERFORMANCE STANDARDS

LOCAL OFFICE ANALYSIS OF NON-PLACEMENT TIME - REPORT NO. 2 WEEK 10/15/74

LOCAL OFFICE NO. 1F-X OFFICE NAME CITY NAME, STATE NAME TOTAL STAFF - 16

ACTIVITY	TOTAL MINUTES	PCT. OF RESOURCE
XC	0	-
XE	1055	2.9
XF	270	0.7
XI	3045	8.4
XJ	0	-
XM	0	-
XS	85	0.2
XV	1845	5.1
XX	6240	17.2

ACTIVITY KEY

CODE	ACTIVITY NAME
XC	C[illegible]A
XE	[illegible] STUDY
XF	[illegible]LING, TYPING, CLERICAL, SWITCHBOARD
XI	[illegible]CK
XJ	[illegible] CORPS, FOOD STAMP, UI, ETC.
XM	[illegible]TING, TRAINING
XS	[illegible]PERVISION, MANAGEMENT, SELF-APPRAISAL SYSTEM
XV	[illegible]DATION, ANNUAL LEAVE
XX	[illegible]RSONAL, COFFEE BREAK, JOB BANK, ALL ELSE

"PERFORMANCE" STANDARD
LOCAL OFFICE SUMMARY - REPORT NO. 1 WEEK 9/19/7

LOCAL OFFICE NO. 2A OFFICE NAME CITY NAME, STATE NAME TOTAL STAFF - 21

ACTIVITY	TOTAL MINUTES	TOTAL QUANTITY	UNIT COST IN MIN.	PCT. OF RESOURCE	SERVICE PERCENT
AT	5519	351	15.7	14.5	46.9
CS	220	N/A	N/A	0.6	N/A
CO	4213	89	47.3	11.0	31.7
ES	115	11	10.5	0.3	N/A
FC	395	43	9.2	1.0	5.3
JD	1736	216	8.0	4.6	71.8
JIS	820	73	11.2	2.1	N/A
JO	1021	116	8.8	2.7	.7
RC	870	120	7.3	2.3	62.8
RE	2500	580	4.3	6.6	4.6
RI	4300	301	14.3	11.3	51.9
TE	40	5	8.0	0.1	1.2
VE	512	201	2.5	1.3	224.3
X	15892	N/A	N/A	41.7	N/A

RI/I	N/A				
RI/J	N/A				

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ACTIVITY KEY

CODE	ACTIVITY NAME	QUANTITY	CODE	ACTIVITY NAME	QUANTITY
AT	APPLICATION TAKING	APPLICATIONS	JO	JOB ORDER TAKING	JOB ORDERS
CS	COMMUNITY SERVICE	N/A	RE	RECEPTION	APPLICANTS
CO	COUNSELING	APPLICANTS	RC	REFERRAL CONTROL	REFERRAL REQUESTS
ES	EMPLOYER SERVICE	ESR ACCOUNTS	RI	REFERRAL INTERVIEWING	APPLICANTS
FC	FILE SEARCH/CALL-IN	CALL-IN ATTEMPTS	TE	TESTING	APPLICANTS
JD	JOB DEVELOPMENT	ATTEMPTS	VE	VERIFICATION/VALIDATION	RESULTS/ORDERS VERIFIED
JIS	JOB INFORMATION SERVICE	APPLICANTS	X	NONE OF THE ABOVE	N/A

SERVICE PERCENT DERIVATIVES

AT	NEW APPLICANTS + RENEWALS/TOTAL TRAFFIC	JO	OPENINGS RECEIVED/TOTAL EMPLOYMENT
CS	N/A	RE	TOTAL TRAFFIC/TOTAL EMPLOYMENT
ES	ESR PROBLEM CONTACTS/ESR ROUTINE CONTACTS	RC	REFERRAL REQUESTS/JOB REFERRALS
FC	CALL-IN ATTEMPTS/ACTIVE APPLICANT FILE	RI	REFERRAL INTERVIEWS/TOTAL TRAFFIC
JD	JD ATTEMPTS/REFERRAL INTERVIEWS	TE	TESTED/TOTAL TRAFFIC
JIS	REFERRAL INTERVIEWS FROM JIS/TOTAL TRAFFIC	VE	VERIFIED + VALIDATED/OPENINGS RECEIVED

PERFORMANCE STANDARDS

LOCAL OFFICE ANALYSIS OF NON-PLACEMENT TIME - REPORT NO. 2 WEEK 9/19/74

LOCAL OFFICE NO. 2A OFFICE NAME CITY NAME, STATE NAME TOTAL STAFF - 21

ACTIVITY	TOTAL MINUTES	PCT. OF RESOURCE
XC	610	1.6
XE	380	1.0
XF	3390	8.9
XI	915	2.4
XJ	1030	2.7
XM	150	0.4
XS	1675	4.4
XV	1905	5.0
XX	5837	15.3

ACTIVITY KEY

CODE	ACTIVITY NAME
XC	[illegible]
XE	[illegible] STUDY
XF	[illegible] TYPING, CLERICAL, SWITCHBOARD
XI	[illegible]
XJ	[illegible] CORPS, FOOD STAMP, UI, ETC.
XM	[illegible] TRAINING
XS	[illegible] SUPERVISION, MANAGEMENT, SELF-APPRAISAL SYSTEM
XV	[illegible] VACATION, ANNUAL LEAVE
XX	[illegible] PERSONAL, COFFEE BREAK, JOB BANK, ALL ELSE

PERFORMANCE STANDARDS
LOCAL OFFICE SUMMARY - REPORT NO. 1

WEEK: 12/9/75

LOCAL OFFICE NO. 2B OFFICE NAME CITY NAME, STATE NAME TOTAL STAFF - 013

ACTIVITY	TOTAL MINUTES	TOTAL QUANTITY	UNIT COST IN MIN.	PCT. OF RESOURCE	SERVICE PERCENT
AI	4080	245	16.6	13.9	26.7
CS	565	N/A	N/A	2.0	N/A
CO	1015	34	29.9	3.5	15.8
ES	1265	22	56.4	4.4	---
FC	810	89	9.1	2.8	20.3
JC	220	21	10.5	0.8	10.5
JIS	30	4	7.5	0.1	6.0
JO	320	23	13.9	1.1	0.2
RC	20	2	10.0	0.1	N/A
RE	1160	411	2.8	4.0	3.5
RI	5085	201	15.3	18.0	48.9
TE	40	3	13.3	0.1	0.0
VE	330	50	6.6	1.1	280.8
X	16250	N/A	N/A	55.6	N/A
---	---	---	---	---	---
RI/I	2920	169	15.4	10.0	
RI/J	165	12	13.8	0.6	

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PERFORMANCE STANDARDS

LOCAL OFFICE ANALYSIS OF NON-PLACEMENT TIME - REPORT NO. 2 WEEK: 12/9/74

LOCAL OFFICE NO. 2B OFFICE NAME CITY NAME, STATE NAME TOTAL STAFF - 013

ACTIVITY	TOTAL MINUTES	PCT. OF RESOURCE
AC	2165	7.4
AE	320	1.1
AF	5520	19.1
AI	735	2.5
AJ	1760	6.0
AM	1275	4.4
AS	1115	3.8
AV	600	2.1
AX	2660	9.2

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ACTIVITY KEY

CODE	ACTIVITY NAME
AC	CETA
AE	EFS STUDY
AF	FILING, TYPING, CLERICAL, SWITCHBOARD
AI	SICK
AJ	JOB CORPS, FOOD STAMP, UI, ETC.
AM	MEETING, TRAINING
AS	SUPERVISION, MANAGEMENT, SELF-APPRAISAL SYSTEM
AV	VACATION, ANNUAL LEAVE
AX	PERSONAL, COFFEE BREAK, JOB BANK, ALL ELSE

PERFORMANCE STANDARDS

LOCAL OFFICE SUMMARY - REPORT NO. 1 WEEK 10/1/74

LOCAL OFFICE NO. 3A OFFICE NAME CITY NAME, STATE NAME TOTAL STAFF -

ACTIVITY	TOTAL MINUTES	TOTAL QUANTITY	UNIT COST IN MIN.	PCT. OF RESOURCE	SERVICE PERCENT
AT	7486	651	11.5	8.2	44.0
CS	3660	N/A	N/A	4.0	N/A
CO	1925	53	36.3	2.1	42.5
ES	5670	55	103.1	6.2	N/A
FC	6545	1243	5.3	7.1	56.0
JD	2460	415	5.9	2.7	49.2
JIS	1430	300	4.8	1.5	N/A
JO	1720	128	13.4	1.9	1.1
RC	3930	908	4.3	4.3	183.3
RE	4115	1393	3.0	4.5	5.1
RI	9015	843	10.7	9.8	60.5
TE	2282	188	12.1	2.5	7.2
VE	1885	1120	1.7	2.0	384.5
X	39662	N/A	N/A	43.2	N/A

RI/I	N/A				
RI/J	N/A				

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ACTIVITY KEY

CODE	ACTIVITY NAME	QUANTITY
AT	APPLICATION TAKING	APPLICATIONS
CS	COMMUNITY SERVICE	N/A
CO	COUNSELING	APPLICANTS
ES	EMPLOYER SERVICE	ESR ACCOUNTS
FC	FILE SEARCH/CALL-IN	CALL-IN ATTEMPTS
JD	JOB DEVELOPMENT	ATTEMPTS
JIS	JOB INFORMATION SERVICE	APPLICANTS
JO	JOB ORDER TAKING	JOB ORDERS
RE	RECEPTION	APPLICANTS
RC	REFERRAL CONTROL	REFERRAL REQUESTS
RI	REFERRAL INTERVIEWING	APPLICANTS
TE	TESTING	APPLICANTS
VE	VERIFICATION/VALIDATION	RESULTS/ORDERS VERIFIED
X	NONE OF THE ABOVE	N/A

SERVICE PERCENT DERIVATIVES

- AT NEW APPLICANTS + RENEWALS/TOTAL TRAFFIC
- CS N/A
- ES ESR PROBLEM CONTACTS/ESR ROUTINE CONTACTS
- FC CALL-IN ATTEMPTS/ACTIVE APPLICANT FILE
- JD JD ATTEMPTS/REFERRAL INTERVIEWS
- JIS REFERRAL INTERVIEWS FROM JIS/TOTAL TRAFFIC
- JO OPENINGS RECEIVED/TOTAL EMPLOYMENT
- RE TOTAL TRAFFIC/TOTAL EMPLOYMENT
- RC REFERRAL REQUESTS/JOB REFERRALS
- RI REFERRAL INTERVIEWS/TOTAL TRAFFIC
- TE TESTED/TOTAL TRAFFIC
- VE VERIFIED + VALIDATED/OPENINGS RECEIVED

PERFORMANCE STANDARDS

LOCAL OFFICE ANALYSIS OF NON-PLACEMENT TIME - REPORT NO. 2 WEEK 10/7/74

LOCAL OFFICE NO. 3A OFFICE NAME CITY NAME, STATE NAME TOTAL STAFF -

ACTIVITY	TOTAL MINUTES	PCT. OF RESOURCE
XC	0	0.0
XE	459	0.5
XF	10283	11.2
XI	4039	4.4
XJ	918	1.0
XM	6060	6.6
XS	5967	6.5
XV	5325	5.8
XX	6611	7.2

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ACTIVITY KEY

CODE	ACTIVITY NAME
XC	CETA
XE	EFS STUDY
XF	FILING, TYPING, CLERICAL, SWITCHBOARD
XI	SICK
XJ	JOB CORPS, FOOD STAMP, UI, ETC.
XM	MEETING, TRAINING
XS	SUPERVISION, MANAGEMENT, SELF-APPRAISAL SYSTEM
XV	VACATION, ANNUAL LEAVE
XX	PERSONAL, COFFEE BREAK, JOB BANK, ALL ELSE

PERFORMANCE STANDARDS
LOCAL OFFICE SUMMARY - REPORT NO. 1

WEEK 12/9/74

LOCAL OFFICE NO. 3B OFFICE NAME CITY NAME, STATE NAME TOTAL STAFF - 024

ACTIVITY	TOTAL MINUTES	TOTAL QUANTITY	UNIT COST IN MIN.	PCT. OF RESOURCE	SERVICE PERCENT
AI	4267	324	13.2	7.3	41.1
CS	230	N/A	N/A	0.4	N/A
CC	1210	60	20.2	2.1	11.4
FS	1525	81	18.8	2.6	---
FC	1975	237	8.3	3.4	39.1
GD	725	68	10.7	1.2	12.0
GIS	0	0	--	0.0	N/A
GC	420	33	12.7	0.7	0.8
HC	20	4	5.0	0.0	N/A
HE	2913	685	4.3	5.0	6.7
PI	4437	568	7.8	7.7	82.9
TE	1910	120	15.9	3.3	21.4
VE	935	121	7.7	1.6	149.8
X	36500	N/A	N/A	63.3	N/A
PI/I	4437	568	7.8	7.7	
PI/-	0	0	--	0.0	

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PERFORMANCE STANDARDS
LOCAL OFFICE ANALYSIS OF NON-PLACEMENT TIME - REPORT NO. 2 WEEK - 12/9/74

LOCAL OFFICE NO. 03B OFFICE NAME CITY NAME, STATE NAME TOTAL STAFF - 024

ACTIVITY	TOTAL MINUTES	PCT. OF PERSONNEL
XC	3775	6.5
XE	0	0.0
XF	5375	9.3
XI	450	0.8
XJ	1090	1.9
XM	1255	2.2
XS	5573	9.6
XV	540	0.9
XX	18840	32.4

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ACTIVITY KEY

CODE	ACTIVITY NAME
XC	CETA
XE	SES STUDY
XF	FILING, TYPING, CLERICAL, SWITCHBOARD
XI	SICK
XJ	JOB CODES, FOOD STAMP, UI, ETC.
XM	MEETING, TRAINING
XS	SUPERVISION, MANAGEMENT, SELF-APPRAISAL SYSTEM
XV	VACATION, ANNUAL LEAVE
XX	PERSONAL, COFFEE BREAK, JOB BANK, ALL ELSE

PERFORMANCE STANDARDS

LOCAL OFFICE SUMMARY - REPORT NO. 1 WEEK 11/4/74

LOCAL OFFICE NO. 4A OFFICE NAME CITY NAME, STATE NAME TOTAL STAFF -

ACTIVITY	TOTAL MINUTES	TOTAL QUANTITY	UNIT COST IN MIN.	PCT. OF RESOURCE	SERVICE PERCENT
AT	9820	641	15.3	11.2	15.3
CS	419	1	N/A	0.5	N/A
CO	7930	169	46.9	9.1	17.9
ES	N/A	N/A	N/A	N/A	N/A
FC	4860	814	6.0	5.6	58.1
JD	2025	223	9.1	2.3	13.5
JIS	2720	N/A	N/A	3.1	N/A
JO	1525	130	11.7	1.7	N/A
RC	1800	743	2.4	2.1	N/A
RE	3940	3879	1.0	4.5	2.2
RI	25375	1651	15.4	29.0	42.6
TE	1430	78	18.3	1.6	2.8
VE	365	34	10.7	0.4	N/A
X	25250	N/A	N/A	28.9	N/A

RI/I	N/A				
RI/J	N/A				

ACTIVITY KEY

CODE	ACTIVITY NAME	QUANTITY	CODE	ACTIVITY NAME	QUANTITY
AT	APPLICATION TAKING	APPLICATIONS	JO	JOB ORDER TAKING	JOB ORDERS
CS	COMMUNITY SERVICE	N/A	RE	RECEPTION	APPLICANTS
CO	COUNSELING	APPLICANTS	RC	REFERRAL CONTROL	REFERRAL REQUESTS
ES	EMPLOYER SERVICE	ESR ACCOUNTS	RI	REFERRAL INTERVIEWING	APPLICANTS
FC	FILE SEARCH/CALL-IN	CALL-IN ATTEMPTS	TE	TESTING	APPLICANTS
JD	JOB DEVELOPMENT	ATTEMPTS	VE	VERIFICATION/VALIDATION	RESULTS/ORDERS VERIFIE
JIS	JOB INFORMATION SERVICE	APPLICANTS	X	NONE OF THE ABOVE	N/A

SERVICE PERCENT DERIVATIVES

AT	NEW APPLICANTS + RENEWALS/TOTAL TRAFFIC	JO	OPENINGS RECEIVED/TOTAL EMPLOYMENT
CS	N/A	RE	TOTAL TRAFFIC/TOTAL EMPLOYMENT
ES	ESR PROBLEM CONTACTS/ESR ROUTINE CONTACTS	RC	REFERRAL REQUESTS/JOB REFERRALS
FC	CALL-IN ATTEMPTS/ACTIVE APPLICANT FILE	RI	REFERRAL INTERVIEWS/TOTAL TRAFFIC
JD	JD ATTEMPTS/REFERRAL INTERVIEWS	TE	TESTED/TOTAL TRAFFIC
JIS	REFERRAL INTERVIEWS FROM JIS/TOTAL TRAFFIC	VE	VERIFIED + VALIDATED/OPENINGS RECEIVED

PERFORMANCE STANDARDS

LOCAL OFFICE ANALYSIS OF NON-PLACEMENT TIME - REPORT NO. 2 WEEK 11/4/74

LOCAL OFFICE NO. 4A OFFICE NAME CITY NAME, STATE NAME TOTAL STAFF -

ACTIVITY	TOTAL MINUTES	PCT. OF RESOURCE
XC	450	0.5
XE	675	0.8
XF	6335	7.2
XI	390	0.4
XJ	2730	3.1
XM	1125	1.3
XS	2215	2.5
XV	1440	1.6
XX	10290	11.8

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ACTIVITY KEY

CODE	ACTIVITY NAME
XC	CETA
XE	EFS STUDY
XF	FILING, TYPING, CLERICAL, SWITCHBOARD
XI	SICK
XJ	JOB CORPS, FOOD STAMP, UI, ETC.
XM	MEETING, TRAINING
XS	SUPERVISION, MANAGEMENT, SELF-APPRAISAL SYSTEM
XV	VACATION, ANNUAL LEAVE
XX	PERSONAL, COFFEE BREAK, JOB BANK, ALL ELSE

ERI[illegible]AN[illegible] ST[illegible]ARD
LOCAL OFFICE SUMMARY - REPORT NO. 1 WEEK 11/4/74

LOCAL OFFICE NO. 4B OFFICE NAME CITY NAME, STATE NAME TOTAL STAFF - 25

ACTIVITY	TOTAL MINUTES	TOTAL QUANTITY	UNIT COST IN MIN.	PCT. OF RESOURCE	SERVICE PERCENT
AT	5860	304	19.3	11.4	28.1
CS	485	N/A	N/A	0.9	N/A
CO	2245	50	44.9	4.4	11.4
ES	1655	87	19.0	3.2	N/A
FC	3265	254	12.9	6.3	26.9
JD	420	30	14.0	0.8	4.0
JIS	20	3	6.7	0.0	N/A
JO	605	48	12.6	1.2	N/A
RC	N/A	N/A	N/A	N/A	N/A
RE	2950	1307	2.3	5.7	.7
RI	14005	755	18.6	27.2	57.8
TE	955	20	47.8	1.9	1.0
VE	225	27	8.3	0.4	N/A
X	18860	N/A	N/A	36.6	N/A

RI/I	N/A				
RI/J	N/A				

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ACTIVITY KEY

CODE	ACTIVITY NAME	QUANTITY	CODE	ACTIVITY NAME	QUANTITY
AT	APPLICATION TAKING	APPLICATIONS	JO	JOB ORDER TAKING	JOB ORDERS
CS	COMMUNITY SERVICE	N/A	RE	RECEPTION	APPLICANTS
CO	COUNSELING	APPLICANTS	RC	REFERRAL CONTROL	REFERRAL REQUESTS
ES	EMPLOYER SERVICE	ESR ACCOUNTS	RI	REFERRAL INTERVIEWING	APPLICANTS
FC	FILE SEARCH/CALL-IN	CALL-IN ATTEMPTS	TE	TESTING	APPLICANTS
JD	JOB DEVELOPMENT	ATTEMPTS	VE	VERIFICATION/VALIDATION	RESULTS/ORDERS VERIFIE
JIS	JOB INFORMATION SERVICE	APPLICANTS	X	NONE OF THE ABOVE	N/A

SERVICE PERCENT DERIVATIVES

AT	NEW APPLICANTS + RENEWALS/TOTAL TRAFFIC	JO	OPENINGS RECEIVED/TOTAL EMPLOYMENT
CS	N/A	RE	TOTAL TRAFFIC/TOTAL EMPLOYMENT
ES	ESR PROBLEM CONTACTS/ESR ROUTINE CONTACTS	RC	REFERRAL REQUESTS/JOB REFERRALS
FC	CALL-IN ATTEMPTS/ACTIVE APPLICANT FILE	RI	REFERRAL INTERVIEWS/TOTAL TRAFFIC
JD	JD ATTEMPTS/REFERRAL INTERVIEWS	TE	TESTED/TOTAL TRAFFIC
JIS	REFERRAL INTERVIEWS FROM JIS/TOTAL TRAFFIC	VE	VERIFIED + VALIDATED/OPENINGS RECEIVED

PERFORMANCE STANDARDS

LOCAL OFFICE ANALYSIS OF NON-PLACEMENT TIME - REPORT NO. 2 WEEK 11/4/74

LOCAL OFFICE NO. 4B OFFICE NAME CITY NAME, STATE NAME TOTAL STAFF - 25

ACTIVITY	TOTAL MINUTES	PCT. OF RESOURCE
XC	0	0.0
XE	1000	1.9
XF	2380	4.6
XI	3360	6.5
XJ	8400	16.3
XM	480	0.9
XS	260	0.5
XV	480	0.9
XX	2500	4.8

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ACTIVITY KEY

CODE	ACTIVITY NAME
XC	CETA
XE	EFS STUDY
XF	FILING, TYPING, CLERICAL, SWITCHBOARD
XI	SICK
XJ	JOB CORPS, FOOD STAMP, UI, ETC.
XM	MEETING, TRAINING
XS	SUPERVISION, MANAGEMENT, SELF-APPRAISAL SYSTEM
XV	VACATION, ANNUAL LEAVE
XX	PERSONAL, COFFEE BREAK, JOB BANK, ALL ELSE

PERFORMANCE STANDARDS
LOCAL OFFICE SUMMARY - REPORT NO. -

WE 1 /7

LOCAL OFFICE NO. 4C OFFICE NAME CITY NAME, STATE NAME TOTAL STAFF - 17

ACTIVITY	TOTAL MINUTES	TOTAL QUANTITY	UNIT COST IN MIN.	PCT. OF RESOURCE	SERVICE PERCENT
AT	3065	259	11.8	9.5	33.3
CS	255	N/A	N/A	0.8	N/A
CO	550	14	39.3	1.7	2.3
ES	1900	41	46.3	5.9	N/A
FC	345	60	5.8	1.1	9.1
JD	485	49	9.9	1.5	12.2
JIS	165	56	2.9	0.5	N/A
JO	280	19	14.7	0.9	N/A
RC	70	9	7.8	0.2	N/A
RE	3120	869	3.6	9.7	.5
RI	6740	403	16.7	21.0	46.4
TE	130	3	43.3	0.4	.3
VE	565	26	21.7	1.8	N/A
X	14480	N/A	N/A	45.0	N/A

RI/I		N/A			
RI/J		N/A			

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CODE	ACTIVITY NAME	QUANTITY
AT	APPLICATION TAKING	APPLICATIONS
CS	COMMUNITY SERVICE	N/A
CO	COUNSELING	APPLICANTS
ES	EMPLOYER SERVICE	ESR ACCOUNTS
FC	FILE SEARCH/CALL-IN	CALL-IN ATTEMPTS
JD	JOB DEVELOPMENT	ATTEMPTS
JIS	JOB INFORMATION SERVICE	APPLICANTS

ACTIVITY KEY

CODE	ACTIVITY NAME	QUANTITY
JO	JOB ORDER TAKING	JOB ORDERS
RE	RECEPTION	APPLICANTS
RC	REFERRAL CONTROL	REFERRAL REQUESTS
RI	REFERRAL INTERVIEWING	APPLICANTS
TE	TESTING	APPLICANTS
VE	VERIFICATION/VALIDATION	RESULTS/ORDERS VERIFIED
X	NONE OF THE ABOVE	N/A

SERVICE PERCENT DERIVATIVES

AT	NEW APPLICANTS + RENEWALS/TOTAL TRAFFIC
CS	N/A
ES	ESR PROBLEM CONTACTS/ESR ROUTINE CONTACTS
FC	CALL-IN ATTEMPTS/ACTIVE APPLICANT FILE
JD	JD ATTEMPTS/REFERRAL INTERVIEWS
JIS	REFERRAL INTERVIEWS FROM JIS/TOTAL TRAFFIC
JO	JO OPENINGS RECEIVED/TOTAL EMPLOYMENT
RE	TOTAL TRAFFIC/TOTAL EMPLOYMENT
RC	REFERRAL REQUESTS/JOB REFERRALS
RI	REFERRAL INTERVIEWS/TOTAL TRAFFIC
TE	TESTED/TOTAL TRAFFIC
VE	VERIFIED + VALIDATED/OPENINGS RECEIVED

PERFORMANCE STANDARDS
LOCAL OFFICE ANALYSIS OF NON-PLACEMENT TIME - REPORT NO. 2 WEEK 11/4/74

LOCAL OFFICE NO. 4C OFFICE NAME CITY NAME, STATE NAME TOTAL STAFF - 17

ACTIVITY	TOTAL MINUTES	PCT. OF RESOURCE
XC	300	0.9
XE	120	0.4
XF	4175	13.0
XI	540	1.7
XJ	3810	11.9
XM	390	1.2
XS	2400	7.5
XV	450	1.4
XX	2295	7.1

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ACTIVITY KEY

CODE	ACTIVITY NAME
XC	CETA
XE	EFS STUDY
XF	FILING, TYPING, CLERICAL, SWITCHBOARD
XI	SICK
XJ	JOB CORPS, FOOD STAMP, UI, ETC.
XM	MEETING, TRAINING
XS	SUPERVISION, MANAGEMENT, SELF-APPRAISAL SYSTEM
XV	VACATION, ANNUAL LEAVE
XX	PERSONAL, COFFEE BREAK, JOB BANK, ALL ELSE

PERFORMANCE STANDARDS
LOCAL OFFICE SUMMARY - REPORT NO. 1

WEEK 12/9/74

LOCAL OFFICE NO. 4D OFFICE NAME CITY NAME, STATE NAME TOTAL STAFF = 014

ACTIVITY	TOTAL MINUTES	TOTAL QUANTITY	UNIT COST IN MIN.	PCT. OF RESOURCE	SERVICE PERCENT
AI	3250	178	18.3	10.0	30.7
CS	330	N/A	N/A	1.1	N/A
CO	1205	29	41.6	3.7	8.1
[illegible]	1885	[illegible]	57.1	5.8	---
FC	2475	391	6.3	7.6	50.9
JO	140	14	10.0	0.4	2.2
JIS	505	79	6.4	1.6	24.5
JO	145	12	12.1	0.4	N/A
KC	0	0	--	0.0	N/A
KE	2055	794	2.6	6.3	0.9
RI	6455	626	10.2	19.8	79.1
TC	620	22	28.2	1.9	2.4
VE	0	0	--	0.0	N/A
A	13450	N/A	N/A	41.4	N/A
RI/I	5205	474	11.0	[illegible]	
RI/J	1230	154	8.0	3.8	

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PERFORMANCE STANDARDS

LOCAL OFFICE ANALYSIS OF NON-PLACEMENT TIME - REPORT NO. 2 WEEK. 12/9/74

LOCAL OFFICE NO. 4D OFFICE NAME CITY NAME, STATE NAME TOTAL STAFF - 014

ACTIVITY	TOTAL MINUTES	PCT. OF RESOURCE
XC	0	0.0
XE	20	0.1
XF	3525	10.8
XI	2850	8.8
XJ	90	0.3
XM	480	1.5
XS	2710	8.3
XV	1500	4.6
XX	2275	7.0

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ACTIVITY KEY

CODE	ACTIVITY NAME
XC	CETA
XE	EFS STUDY
XF	FILING, TYPING, CLERICAL, SWITCHBOARD
XI	SICK
XJ	JOB CORPS, FOOD STAMP, UI, ETC.
XM	MEETING, TRAINING
XS	SUPERVISION, MANAGEMENT, SELF-APPRAISAL SYSTEM
XV	VACATION, ANNUAL LEAVE
XX	PERSONAL, COFFEE BREAK, JOB BANK, ALL ELSE

PERFORMANCE STANDARDS

LOCAL OFFICE SUMMARY - REPORT NO. 1 WEEK 11/4/74

LOCAL OFFICE NO. 4E-X OFFICE NAME CITY NAME, STATE NAME TOTAL STAFF - 36

ACTIVITY	TOTAL MINUTES	TOTAL QUANTITY	UNIT COST IN MIN.	PCT. OF RESOURCE	SERVICE PERCENT
AT					
CS					
CO					
ES	18670			25.0	
FC					
JD	25			0.03	
JIS					
JO	17720			23.8	
RC	8050			10.8	
RE					
RI					
TE					
VE	12825			17.2	
X	17250			23.1	

RI/I	N/A				
RI/J	N/A				

ACTIVITY KEY

CODE	ACTIVITY NAME	QUANTITY	CODE	ACTIVITY NAME	QUANTITY
AT	APPLICATION TAKING	APPLICATIONS	JO	JOB ORDER TAKING	JOB ORDERS
CS	COMMUNITY SERVICE	N/A	RE	RECEPTION	APPLICANTS
CO	COUNSELING	APPLICANTS	RC	REFERRAL CONTROL	REFERRAL REQUESTS
ES	EMPLOYER SERVICE	ESR ACCOUNTS	RI	REFERRAL INTERVIEWING	APPLICANTS
FC	FILE SEARCH/CALL-IN	CALL-IN ATTEMPTS	TE	TESTING	APPLICANTS
JD	JOB DEVELOPMENT	ATTEMPTS	VE	VERIFICATION/VALIDATION	RESULTS/ORDERS VERIFIED
JIS	JOB INFORMATION SERVICE	APPLICANTS	X	NONE OF THE ABOVE	N/A

SERVICE PERCENT DERIVATIVES

AT	NEW APPLICANTS + RENEWALS/TOTAL TRAFFIC	JO	OPENINGS RECEIVED/TOTAL EMPLOYMENT
CS	N/A	RE	TOTAL TRAFFIC/TOTAL EMPLOYMENT
ES	ESR PROBLEM CONTACTS/ESR ROUTINE CONTACTS	RC	REFERRAL REQUESTS/JOB REFERRALS
FC	CALL-IN ATTEMPTS/ACTIVE APPLICANT FILE	RI	REFERRAL INTERVIEWS/TOTAL TRAFFIC
JD	JD ATTEMPTS/REFERRAL INTERVIEWS	TE	TESTED/TOTAL TRAFFIC
JIS	REFERRAL INTERVIEWS FROM JIS/TOTAL TRAFFIC	VE	VERIFIED + VALIDATED/OPENINGS RECEIVED

PERFORMANCE STANDARDS

LOCAL OFFICE ANALYSIS OF NON-PLACEMENT TIME - REPORT NO. 2 WEEK 11/4/74

LOCAL OFFICE NO. 4E-X OFFICE NAME CITY NAME, STATE NAME TOTAL STAFF - 36

ACTIVITY	TOTAL MINUTES	PCT. OF RESOURCE
XC	0	
XE	395	.5
XF	2470	3.3
XI	1235	1.7
XJ	230	.3
XM	180	.2
XS	1215	1.6
XV	660	.9
XX	10865	14.6

36

99

ACTIVITY KEY

CODE	ACTIVITY NAME
XC	CETA
XE	EFS STUDY
XF	FILING, TYPING, CLERICAL, SWITCHBOARD
XI	SICK
XJ	JOB CORPS, FOOD STAMP, UI, ETC.
XM	MEETING, TRAINING
XS	SUPERVISION, MANAGEMENT, SELF-APPRAISAL SYSTEM
XV	VACATION, ANNUAL LEAVE
XX	PERSONAL, COFFEE BREAK, JOB BANK, ALL ELSE

PERFORMANCE STANDARDS

LOCAL OFFICE SUMMARY - REPORT NO. 1 WEEK

LOCAL OFFICE NO. 5A OFFICE NAME CITY NAME, STATE NAME TOTAL STAFF - 12

ACTIVITY	TOTAL MINUTES	TOTAL QUANTITY	UNIT COST IN MIN.	PCT. OF RESOURCE	SERVICE PERCENT
AT	3155	293	10.8	11.9	28.0
CS	470	N/A	N/A	1.8	N/A
CO	2080	77	27.0	7.9	17.1
ES	280	18	15.6	0.1	N/A
FC	165	21	7.9	0.6	1.8
JD	225	22	10.2	0.9	5.9
JIS	N/A	N/A	N/A	N/A	N/A
JO	375	29	12.9	1.4	
RC	N/A	N/A	N/A	N/A	N/A
RE	2295	1034	2.2	8.7	
RI	3800	376	10.1	14.4	36.4
TE	780	71	11.0	3.0	5.6
VE	715	71	10.1	2.7	102.1
X	12075	N/A	N/A	45.7	N/A

RI/I	N/A				
RI/J	N/A				

100

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ACTIVITY KEY

CODE	ACTIVITY NAME	QUANTITY	CODE	ACTIVITY NAME	QUANTITY
AT	APPLICATION TAKING	APPLICATIONS	JO	JOB ORDER TAKING	JOB ORDERS
CS	COMMUNITY SERVICE	N/A	RE	RECEPTION	APPLICANTS
CO	COUNSELING	APPLICANTS	RC	REFERRAL CONTROL	REFERRAL REQUESTS
ES	EMPLOYER SERVICE	ESR ACCOUNTS	RI	REFERRAL INTERVIEWING	APPLICANTS
FC	FILE SEARCH/CALL-IN	CALL-IN ATTEMPTS	TE	TESTING	APPLICANTS
JD	JOB DEVELOPMENT	ATTEMPTS	VE	VERIFICATION/VALIDATION	RESULTS/ORDERS VERIFIE
JIS	JOB INFORMATION SERVICE	APPLICANTS	X	NONE OF THE ABOVE	N/A

SERVICE PERCENT DERIVATIVES

AT	NEW APPLICANTS + RENEWALS/TOTAL TRAFFIC	JO	OPENINGS RECEIVED/TOTAL EMPLOYMENT
CS	N/A	RE	TOTAL TRAFFIC/TOTAL EMPLOYMENT
ES	ESR PROBLEM CONTACTS/ESR ROUTINE CONTACTS	RC	REFERRAL REQUESTS/JOB REFERRALS
FC	CALL-IN ATTEMPTS/ACTIVE APPLICANT FILE	RI	REFERRAL INTERVIEWS/TOTAL TRAFFIC
JD	JD ATTEMPTS/REFERRAL INTERVIEWS	TE	TESTED/TOTAL TRAFFIC
JIS	REFERRAL INTERVIEWS FROM JIS/TOTAL TRAFFIC	VE	VERIFIED + VALIDATED/OPENINGS RECEIVED

PERFORMANCE STANDARDS

LOCAL OFFICE ANALYSIS OF NON-PLACEMENT TIME - REPORT NO. 2 WEEK 10/15/74

LOCAL OFFICE NO. 5A OFFICE NAME CITY NAME, STATE NAME TOTAL STAFF - 12

ACTIVITY	TOTAL MINUTES	PCT. OF RESOURCE
XC	725	2.7
XE	1190	4.5
XF	1985	7.5
XI	3360	12.7
XJ	1900	7.2
XM	50	0.2
XS	980	3.7
XV	105	0.4
XX	1780	6.7

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ACTIVITY KEY

CODE	ACTIVITY NAME
XC	CETA
XE	EFS STUDY
XF	FILING, TYPING, CLERICAL, SWITCHBOARD
XI	SICK
XJ	JOB CORPS, FOOD STAMP, UI, ETC.
XM	MEETING, TRAINING
XS	SUPERVISION, MANAGEMENT, SELF-APPRAISAL SYSTEM
XV	VACATION, ANNUAL LEAVE
XX	PERSONAL, COFFEE BREAK, JOB BANK, ALL ELSE

PERFORMANCE STANDARDS
LOCAL OFFICE SUMMARY - REPORT NO. 1

WEEK . 12/9/74

LOCAL OFFICE NO. 5B OFFICE NAME CITY NAME, STATE NAME TOTAL STAFF -- 006

ACTIVITY	TOTAL MINUTES	TOTAL QUANTITY	UNIT COST IN MIN.	PCT. OF RESOURCE	SERVICE PERCENT
AI	2225	150	10.4	14.2	26.1
CS	220	N/A	N/A	1.4	N/A
CU	550	10	55.0	3.5	1.5
ES	320	10	17.6	2.0	---
FC	190	26	7.3	1.2	5.3
JO	30	4	7.5	0.2	11.4
JIS	30	0	--	0.2	N/A
JC	160	14	11.4	1.0	0.02
MC	0	0	--	0.0	N/A
RE	1003	460	3.3	10.3	5.1
RI	360	55	10.3	2.3	7.3
TE	65	3	20.3	0.5	0.7
VE	405	104	4.5	3.0	642.4
X	9305	N/A	N/A	60.1	N/A
RI/I	300	55	10.5	2.3	
RI/O	0	0	--	0.0	

PERFORMANCE STANDARDS

LOCAL OFFICE ANALYSIS OF NON-PLACEMENT TIME - REPORT NO. 2

WEEK 12/9/74

LOCAL OFFICE NO. 5B OFFICE NAME CITY NAME, STATE NAME TOTAL STAFF - 006

ACTIVITY	TOTAL MINUTES	PCT. OF RESOURCE
XC	115	0.7
XE	40	0.3
XF	3560	22.4
XI	0	0.0
XJ	3500	22.0
XM	80	0.5
XS	320	2.1
XV	0	0.0
XX	1745	11.2

40 103

ACTIVITY KEY	
CODE	ACTIVITY NAME
XC	CETA
XE	EFS STUDY
XF	FILING, TYPING, CLERICAL, SWITCHBOARD
XI	SICK
XJ	JOB CORPS, FOOD STAMP, UI, ETC.
XM	MEETING, TRAINING
XS	SUPERVISION, MANAGEMENT, SELF-APPRAISAL SYSTEM
XV	VACATION, ANNUAL LEAVE
XX	PERSONAL, COFFEE BREAK, JOB BANK, ALL ELSE

:RF ANC TA RDS

LOCAL OFFICE SUMMARY - REPORT NO. 1 WEEK 10/7/74

LOCAL OFFICE NO. 6A OFFICE NAME CITY NAME, STATE NAME TOTAL STAFF - 93

ACTIVITY	TOTAL MINUTES	TOTAL QUANTITY	UNIT COST IN MIN.	PCT. OF RESOURCE	SERVICE PERCENT
**DW	3960	544	7.3	1.9	
AT	9320	815	11.4	4.4	61.6
CS	2610	-	-	1.2	N/A
CO	7550	150	50.3	3.6	7.7
ES	13340	254	52.5	6.3	-
FC	16405	697	23.5	7.7	15.5
JD	5665	537	10.5	2.7	39.2
JIS	1630	149	10.9	0.8	N/A
JO	3530	199	17.7	1.7	0.4
RC	8785	3117	3.2	4.2	N/A
RD	855	222	3.9	0.4	1.9
RI	24575	1370	17.9	11.6	50.2
TE	1810	84	21.5	0.8	2.4
VE	8161	-	-	3.9	20.8
X	100876			47.6	

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RI/I	N/A
RI/J	N/A

**DW = Descriptor Writing.

ACTIVITY KEY

CODE	ACTIVITY NAME	QUANTITY	CODE	ACTIVITY NAME	QUANTITY
AT	APPLICATION TAKING	APPLICATIONS	JO	JOB ORDER TAKING	JOB ORDERS
CS	COMMUNITY SERVICE	N/A	RE	RECEPTION	APPLICANTS
CO	COUNSELING	APPLICANTS	RC	REFERRAL CONTROL	REFERRAL REQUESTS
ES	EMPLOYER SERVICE	ESR ACCOUNTS	RI	REFERRAL INTERVIEWING	APPLICANTS
FC	FILE SEARCH/CALL-IN	CALL-IN ATTEMPTS	TE	TESTING	APPLICANTS
JD	JOB DEVELOPMENT	ATTEMPTS	VE	VERIFICATION/VALIDATION	RESULTS/ORDERS VERIFIED
JIS	JOB INFORMATION SERVICE	APPLICANTS	X	NONE OF THE ABOVE	N/A

SERVICE PERCENT DERIVATIVES

AT	NEW APPLICANTS + RENEWALS/TOTAL TRAFFIC	JO	OPENINGS RECEIVED/TOTAL EMPLOYMENT
CS	N/A	RE	TOTAL TRAFFIC/TOTAL EMPLOYMENT
ES	ESR PROBLEM CONTACTS/ESR ROUTINE CONTACTS	RC	REFERRAL REQUESTS/JOB REFERRALS
FC	CALL-IN ATTEMPTS/ACTIVE APPLICANT FILE	RI	REFERRAL INTERVIEWS/TOTAL TRAFFIC
JD	JD ATTEMPTS/REFERRAL INTERVIEWS	TE	TESTED/TOTAL TRAFFIC
JIS	REFERRAL INTERVIEWS FROM JIS/TOTAL TRAFFIC	VE	VERIFIED + VALIDATED/OPENINGS RECEIVED

PERFORMANCE STANDARDS
LOCAL OFFICE ANALYSIS OF NON-PLACEMENT TIME - REPORT NO. 2

WEEK 10/7/74

LOCAL OFFICE NO. 6A OFFICE NAME CITY NAME, STATE NAME TOTAL STAFF - 93

ACTIVITY	TOTAL MINUTES	PCT. OF RESOURCE
XC	3215	1.5
XF	1420	0.7
XF	14770	7.0
XI	5020	2.4
XJ	13375	6.3
XM	1525	0.7
XS	9860	4.7
XV	2393	1.1
XX	49298	23.3

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ACTIVITY KEY

CODE	ACTIVITY NAME
XC	CETA
XE	EFS STUDY
XF	FILING, TYPING, CLERICAL, SWITCHBOARD
XI	SICK
XJ	JOB CORPS, FOOD STAMP, UI, ETC.
XM	MEETING, TRAINING
XS	SUPERVISION, MANAGEMENT, SELF-APPRAISAL SYSTEM
XV	VACATION, ANNUAL LEAVE
XX	PERSONAL, COFFEE BREAK, JOB BANK, ALL ELSE

PERFORMANCE STANDARDS
LOCAL OFFICE SUMMARY - REPORT NO. 1

WEEK 12/9/74

LOCAL OFFICE NO. 6B OFFICE NAME CITY NAME, STATE NAME TOTAL STAFF - 019

ACTIVITY	TOTAL MINUTES	TOTAL QUANTITY	UNIT COST IN MIN.	PCT. OF RESOURCE	SERVICE PERCENT
AT	4740	460	10.3	10.0	44.7
CS	1112	N/A	N/A	2.4	N/A
CC	2100	28	77.1	4.6	20.0
ES	535	34	15.7	1.1	---
FC	4360	410	10.7	9.3	26.0
JD	360	36	10.0	0.8	10.1
JIS	1155	90	12.8	2.4	3.4
JC	542	37	14.1	1.0	0.8
KC	15	1	15.0	0.0	N/A
KE	4730	574	8.2	10.0	5.6
KI	3795	355	10.7	8.0	61.8
TC	620	16	38.8	1.3	0.9
VE	1320	228	5.8	2.8	269.8
X	21410	N/A	N/A	45.3	N/A

KI/I	3608	343	10.7	7.8	
KI/O	150	12	10.8	0.3	

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SERVICE PERCENT FORMULAS FOR LOCAL OFFICES AND FOR LABOR AREAS

AT	New Apps + Renewals / Total Traffic	=	*(E90010)+(E90020) / ** S(REs)***
CO	Counseled / New Apps + Renewals	=	(E90025) / (E10010)+(E90020)
ES	ESR Problem Contacts / ESR Routine Contacts	=	(EPs) / (EPs) + (ESs)
FC	Call-In Attempts / Active File	=	S(FCs) / E91305
JD	Job Development Attempts / Referral Interviews	=	(JDb) / (JNs) + (IJs)
JIS	Ref. Interviews from JIS / Referral Interviews	=	(IJs / (INs) + (IJs)
****(JO)OT	Openings Received / Total Employment	=	E90185 + E90200 / Most current Employment statistic • SMSA or • For city, including all area served (if not part of SMSA)
RE	Total Traffic / Total Unemployment	=	S(RE Qty) / Most Current Unemployment Statistic (see above)
***RC	Referral Requests / Job Referrals	=	E90075 / (RCs) X S
RI	Referral Interviews / Total Traffic	=	INs + IJs / REs
TE	Tested / Total Traffic	=	E90030 / S(REs)
***VV	Verified Ref's + Validated Orders / Openings Received	=	S(VVs) / E90185 + E90200

* E90010 represents ESARS TBL.90, Line 010

** S = Study Week-Month Normalizer $\frac{\#\text{Work days in Study Month}}{\#\text{Days in Study Week}}$

*** Quantity accumulated on time ladders in Study Week

**** If the LO is part of an area with centralized order taking these service percents are meaningless at the LO level.

3. Activity Summary, for each ES (13) activity reviewed

QUALITY ANALYSIS

ACTIVITY: OFFICE STATISTICS

SUMMARY OF LO MANAGER
FORM C/A

LO #	NO. FORMS RETURNED	How Many Title III Positions ?		Current Rate Local Unemploy. ?		How I.D. Major Mkt. Emp'rs-Over ___ ?		How Many Maj. Mkt. Employers ?		How Many MME. Use E.S. ?		% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes
		1		1a		1b		1c		1d									
		#		%		#		#		#									
1A		10		8.5		50		—		—									
1B		10		7.0		15		44		90									
1C		19		3.2		15		185		—									
1D		12		5.8		14		2396		1677									
2A		7		4.2		25		67		48									
2B																			
3A																			
3B																			
4A																			
4B																			
4C																			
4D																			
5A																			
5B																			
6A																			
6B																			

Note: Those Statistics were collected on a form for the last 5 visits only.

RECEPTION (RE)

Unit: Applicants Received
Service Percent: Total Traffic (Applicants Received) / Total Employment**

LO #	Unit Cost In Minutes	Percent Of Resources	Service Percent	Plcmnts/* equiv.pos. Time ladders -direct plcmnt time only-
A	2.3	6.0	0.4	44.9
1B	1.5	3.9	0.7	43.0
1C	2.0	4.0	0.5	55.2
D	1.8	3.5	0.2	35.6
A	4.3	6.6	4.6	28.6
B	2.8	4.0	3.5	6.7
A	3.0	4.5	5.1	45.8
3B	4.3	5.0	6.7	35.6
4A	1.0	4.5	2.2	20.2
4B	2.3	5.7	0.7	18.1
C	3.6	9.7	0.5	21.1
D	2.6	6.3	0.9	
A	2.2	8.7		55.1
5B	3.3	10.3	5.1	15.8
6A	3.2	4.2	1.9	35.2
6B	8.2	10.0	5.6	28.1

*ESARS Placements / Time Ladder Placement Equivalent Positions

**Service % Formula Revised in Handbook

QUALITY ANALYSIS

ACTIVITY: RECEPTION

SUMMARY OF STAFF

FORM B-1

LO #	NO. FORMS RETURNED	Selected for Monitoring? 1	Peak Day (Min.) Typical Wait? 1a	Appointments kept on Schedule? 2	# Using JIS only? 1 out of ___ 3	Alert - Special Problems? 4	Procedure for Locating Previous Cards? 5	Job Ready Applicant to JIS? 6	Time - Desk Unattended (Min.)? 7	Review Self-Application? 8	Error Frequency? 1 out of ___ 8a					
		% Yes	Avg. Min.	% Yes	Avg #	% Yes	% Yes	% Yes	Avg Min	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes
1A	7	100	19	86		100	100	100	4	67	11					
1B	17	24	13	100		100	100	94	3	71	6					
1C	1	0	-	0		100	100	100	2	0	-					
1D	3	32	24	100	7	100	66	66	1	0	-					
2A	1	-	-	-		100	100	100	-	-	-					
2B	2	0	45	100	15	100	100	100	2	0						
3A	2	0	10	100		100	100	100	0	100	5					
3B	4	50	4	100	30	100	100	100	1	100	5					
4A	5	60	54	100		100	80	80	3	60	4					
4B	1	100	15	100		100	100	100	0	100	20					
4C	1	100	3	-		100	100	100	0	100						
4D	4	25	3	100	18	100	100	100	0	50	169					
5A	6	0	22	100		100	100	0	5	100	10					
5B	2	0	20	100	42	100	100	100	1	100	8					
6A	11	80	15	86	73	100	91	73	2	29	5					
6B	3	33	15-20	0	3	100	100	67	0	100	8					

QUALITY ANALYSIS

ACTIVITY: RECEPTION

SUMMARY OF APPLICANT FORM D1 /I

How Long Wait ? (Min.)	Given Reasonable Estimate Wait ?	Person at Recep. Friendly ?	Help Direct to Service ?	Easy to Find Direction ?	Signs Easy to Read ?									LO #	NO. FORMS RETURNED
1	2	3	4	5	6										
Avg. Min.	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	
5 5	62	98	97	97	99									1A	101
-	62	98	94	98	94									1B	52
-	67	98	97	98	94									1C	80
10	38	94	90	88	82									1D	141
														2A	
1.7	73	99	96	98	97									2B	137
-	54	98	98	97	99									3A	211
7	40	97	100	100	60									3B	105
-	54	97	98	98	97									4A	87
-	60	96	100	91	79									4B	83
-	57	98	98	100	100									4C	46
1	64	98	95	100	98									4D	123
4.5	71	99	97	98	96									5A	138
2	80	100	100	98	100									5B	49
-	43	96	97	99	98									6A	72
5.7	51	99	95	98	99									6B	166

QUALITY ANALYSIS

ACTIVITY: RECEPTION

SUMMARY OF LO MANAGER
FORM C/I

LO #	NO. FORMS RETURNED	Rec. Centrally located ? 1	Reception Welcoming ? 2	Equipped with Pamphlets ? 3	New App. Informed of JIS ? 4a	New App. Informed of Job Search Library? 4b	New App. Informed of Other Services ? 4c	New App. Informed of Veterans Preference? 4d	New App. Informed of U.I. Claims ? 4e	New App. Informed of Labor Mkt. Info. ? 4f	Other ? 4g	Form of Orientation Verbal ? 5a	Form of Orientation Pamphlets ? 5b	Form of Orientation Film Strip ? 5c	Other ? 5d	Tally of App. Received ? 6.
		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
1A		N	N	Y	Y	Y	Y	N	N	N	N	Y	Y	N	Y	N
1B		N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N
1C		N	N	Y	Y	N	N	Y	Y	Y	-	Y	N	N	Y	N
1D		N	N	Y	Y	N	Y	Y	Y	N/A	-	Y	-	N	-	Y
2A			Y	Y	Y	N	N	N	N	N	-	Y	N	N	N	N
2B		N	Y	Y	Y	N	Y	Y	Y	Y	-	Y	N	N	N	N
3A		N	Y	Y	N	N	N	N	N	N	+	Y	Y	Y	N	N
3B		N	Y	Y	Y	-	Y	Y	Y	Y	+	Y	N	N	Y	N
4A		Y	Y	Y	Y	N	N	N	N	N	N	Y	Y	Y	N	Y
4B		Y	Y	Y	Y	N	N	N	N	N	-	Y	Y	Y	N	Y
4C		Y	Y	Y	Y	N	N	N	N	N	-	Y	UI	Y	-	Y
4D		Y	Y	Y	Y	N	N	N	N	N	-	Y	Y	N	N	Y
5A		N	Y	Y	N/A	N/A	N	N	N	N	-	Y	N	N	N	N
5B		Y	Y	Y	Y	Y	Y	Y	Y	Y	-	Y	Y	N	N	Y
6A		Y	Y	Y	Y	Y	Y	Y	Y	Y	-	Y	N	N	N	Y
6B																

QUALITY ANALYSIS

ACTIVITY: RECEPTION

SUMMARY OF LO MANAGER FORM C/Ia.

Daily List of Applicants ?														
7														
Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes
Y														
Y														
Y														
Y														
N														
Y														
Y														
N														
Y														
Y														
Y														
Y														
Y														
Y														

LO #	NO. FORMS RETURNED
1A	
1B	
1C	
1D	
2A	
2B	
3A	
3B	
4A	
4B	
4C	
4D	
5A	
5B	
6A	
6B	

APPLICATION TAKING (AT)

Unit: Applications Taken
Service Percent: New Applicants and Renewals / Total Traffic

LO #	Unit Cost In Minutes	Percent Of Resources	Service Percent	Plcmnts/ equiv.pos. Time ladders -direct plcmnt time only-
1A	11.6	11.6	37.5	44.9
1B	13.6	7.9	22.3	43.0
1C	21.3	14.7	34.0	55.2
1D	7.7	4.2	47.4	35.6
2A	15.7	14.5	46.9	28.6
2B	16.6	13.9	26.7	6.7
3A	11.5	8.2	44.0	45.8
3B	13.2	7.3	41.1	35.6
4A	15.3	11.2	15.3	20.2
4B	19.3	11.4	28.1	18.1
4C	11.8	9.5	33.3	21.1
4D	18.3	10.0	30.7	
5A	10.8	11.9	28.0	55.1
5B	16.4	14.2	26.1	15.8
6A	11.4	4.4	61.6	35.2
6B	10.3	10.0	44.7	28.1

QUALITY ANALYSIS

ACTIVITY: APPLICATION TAKIN

SUMMARY OF STAFF
FORM B-2

1	2	3													
Average Time Full?	Average Time Partial?	# Estimate Incorrect 1 out of ___												LO #	NO. FORMS RETURNED
Min	Min	Avg #	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes		
16	7	25												1A	14
15	4													1B	25
23	7	9												1C	22
12	4	9												1D	5
17	7	-												2A	9
19	10	9												2B	7
8	4	25												3A	6
16	10	10												3B	12
18	10	8												4A	5
17	-	100												4B	10
11	7	18												4C	9
18	-	139												4D	7
16	8	12												5A	9
17	8	-												5B	2
15	8	10												6A	34
13	5	26												6B	

QUALITY ANALYSIS

ACTIVITY: APP. TAKING

SUMMARY OF APPLICANT FORM D1/II

Samples of Filled Forms ?	Samples Clear and Easy ?	App. Card Easy to Read ?	Help Available ?	Wait 15 Min. or Less Card Comple. ?	Area Comfortable Where Fill Card ?	Area Well-Lit ?								TO #	NO. FORMS RETURNED
1	2	3	4	5	6	7									
% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes		
33	77	96	79		96	96								1A	99
62	81	95	88		95	98								1B	45
38	78	98	74		93	99								1C	87
52	58	90	66		64	84								1D	132
														2A	
52	71	93	91		91	100								2B	23
71	97	99.5	88		96	98								3A	196
49	51	89	71		86	89								3B	93
65	90	97	90		94	100								4A	67
97	99	99	91		95	97								4B	71
50	86	98	95		93	98								4C	39
63	87	96	97		99	99								4D	89
84	99	98	91		99	100								5A	89
49	96	96	98		100	100								5B	46
33	79	98	78		98	98								6A	56
23	80	99	86		91	100								6B	136

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QUALITY ANALYSIS

ACTIVITY: APPLICATION TAKING
SUMMARY OF LO MANAGER
FORM C/II

LO #	NO. FORMS RETURNED	1 Self-Applic. When Capable ?	1a Visual Aids ?	1b Adequate Fac. ?	2a Partial App. on JIS ?	2b Partial App. on Summer Youth ?	2c Partial App. on Transients ?	2d Partial App. on Casual Workers ?	2e Partial App. on Domestic Day ?	2f Partial App. on First Visit Ref. ?	2g SATB Only ?	2h Empl. Attached ?	3a Full App. on Vets ?	3b Full App. on Disadvantage ?	3c Full App. on Handicap ?	3d Full App. on Add'l Services ?
		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
1A		Y	N	N	N	Y	Y	Y	N	N	Y	Y	Y	Y	Y	Y
1B		Y	N	Y	Y	Y	Y	Y & N	N	N	Y	Y	Y	Y	Y	Y
1C		Y	N	Y	Y	Y	Y	Y	N	Y	N	Y	Y	Y	Y	Y
1D		Y	N	N	Y	V	Y	Y	N	Y	Y	N	Y	Y	Y	Y
2A																
2B		Y	Y	N	N	Y	N	N	N	N	N	Y&N	Y	Y	Y	Y
3A		Y	Y	Y	N	Y	N	N	N	N	N	N	Y	Y	Y	Y
3B		Y	Y	Y	N	Y	N	N	N	N	N	N	Y	Y	Y	Y
4A		Y	Y	Y	N	Y	N	N/A	N/A	N	N	Y	Y	Y	Y	Y
4B		Y	Y	Y	N	N	N	N	N	N	N	N	Y	Y	Y	Y
4C		Y	Y	Y	N	N	N	N	N	N	N	N	Y	Y	Y	Y
4D		Y	Y	Y	N	N	N	N	N	N	N	N	Y	Y	Y	Y
5A		Y	Y	Y	N/A	Y	N	-	N	N	N	N	Y	Y	Y	Y
5B		Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y
6A		Y	N	Y	N	Y	Y	Y	Y	N	Y	N	Y	Y	Y	Y
6B																

QUALITY ANALYSIS

ACTIVITY: APPLICATION TAKING
SUMMARY OF LO MANAGER
FORM C/IIa.

LO #	NO. FORMS RETURNED	Skills in Demand No Openings ? 3e	Periodic Review of Card File ? 4	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes
1A		Y	Y											
1B		Y	Y											
1C		Y	Y											
1D		Y	Y											
2A		Y	Y											
2B														
3A		Y	Y											
3B		Y	Y											
4A		Y	Y											
4B		Y	Y											
4C		Y	Y											
4D		Y	Y											
5A		Y	Y											
5B		Y	Y											
6A		Y	Y											
6B														

REFERRAL INTERVIEWING (RI)

Unit: Applicants Interviewed
Service Percent: Referral Interviews / Total Traffic (Applicants received)

LO #	Unit Cost In Minutes	Percent Of Resources	Service Percent	Plcmnts/* equiv.pos. Time ladders -direct plcmnt time only-
A	9.8	13.4	53.1	44.9
1B	10.7	20.8	72.0	43.0
1C	12.0	19.5		55.2
D	20.3	19.7	50.9	35.6
A	14.3	11.3	51.9	28.6
B	15.3	10.6	48.9	6.7
A	10.7	9.8	60.5	45.8
3B	7.8	7.7	82.9	35.6
4A	15.4	29.0	42.6	20.2
4B	13.6	27.2	57.8	18.1
C	16.7	21.0	46.4	21.1
D	10.2	19.8	79.1	
A	10.1	14.4	36.4	55.1
5B	10.3	2.3	7.3	15.8
6A	17.9	11.6	50.2	35.2
6B	10.7	8.0	61.8	28.1

*ESARS Placements / Time Ladder Placement Equivalent Positions

QUALITY ANALYSIS

ACTIVITY: REFERRAL INTERVIEWING
SUMMARY OF STAFF
FORM B-3 (Part 1 of 2)

How Long R.I. for ISS?		Difficulty Reading Fiche or Listings?	Print or Focus Clear?	Frequency of Job Development?		Intro. Document for Employer?	"Call First" Observance?	Frequency of Order Errors?		Potential UI Benefits Info?	Index Open Orders?	Index New Orders?	New Orders Only?	Clearance Orders Only?	Special Listing?	Which:	Applicant Refusal After Clearance?	NO. FORMS RETURNED	
	c	1	1a	2		3	4	5		6	7a	7b	7c	7d	7e		8	LO #	
	Avg Yrs	% Yes	% Yes	Avg #		% Yes	% Yes	Avg #		% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes		
*First group LO's visited - Questions not on form																			
	*	0	88	27		100	100	27		100	75	66	0	50	0		70	1A	10
	*	14	100	3		100	95	14		100	67	83	25	25	83		78	1B	19
	*	25	75	11		100	100	12		92	33	100	66	0	50		92	1C	13
	6			10		100	100	7		100	-	-	-	-	-	-	-	1D	9
	*	40	-	-		-	100	-		22	80	56	-	-	-	-	89	2A	10
	8	86	14	6		100	100	22		100	86	57	29	14	29	-	71	2B	7
	*	13	75	3		75	88	30		88	60	80	25	0	66	-	75	3A	8
	7	17	93	5		100	100	20		100	64	55	9	9	27	-	30	3B	12
	*	18	85	6		100	100	20		97	82	79	37	14	36	-	79	4A	34
	*	42	92	9		100	100	45		100	100	92	36	8	88	-	92	4B	12
	*	17	83	5		100	100	10		100	100	100	0	0	66	-	100	4C	6
	5	67	56	10		100	33	31		100	71	63	25	17	67	-	89	4D	9
	*	-	-	10		100	100	39		100	-	-	-	-	-	-	50	5A	7
	7	-	-	9		100	100	20		100	-	-	-	-	-	-	-	5B	2
	*	26	78	17		100	97	20		95	52	83	46	29	23	-	66	6A	40
	7	0	80	25		93	87	34		87	71	33	29	0	33	-	88	6B	15

QUALITY ANALYSIS

ACTIVITY: REFERRAL INTERVIEWING
SUMMARY OF STAFF
FORM B-3 (Part 2 of 2)

Re-Call Control?	Last Occured ? # Days ___ Ago.	Is Control Central?	Established Dialogue?	More Than 30 Seconds?	T.C. Busy ? 1 out of ___	R.C. "Hold"? 1 out of ___	Take New Orders?	Referral Results Daily?	Cards Held Day or More?	Reason	Frequency 1 out of ___	Employer List for Job Development?	Employer Contact for Job Development More 1/Month?	How Many Employers?	NO. FORMS RETURNED
															LO #
8a	8b	9	9a	9b	9c	9d	10	11	12	12a	12b	13	14	14a	
% Yes	Avg. Days	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	Avg #	% Yes	% Yes	Avg #	
100	Question invalid - Revision required	100	100	10	11		50	67	14		6	50	56	4	1A 10
100		100	100	20	21		12	59	11		30	81	53	-	1B 19
92		100	100	58	33		8	30	0		-	58	58	4	1C 13
-		-	-	-	-	-	100	100	-		-	71	-	-	1D 9
-		89	90	-	-	-	90	60	-		-	-	-	-	2A 10
80		100	100	0	17	0	86	100	71		-	71	71	5	2B 7
100		100	100	0	7		0	88	25		54	100	88	6	3A 8
0		-	-	-	-	-	83	100	11		-	83	75	13	3B 12
96		100	100	0	16	-	71	94	15		9	77	56	9	4A 34
100		100	100	17	21		92	100	50		58	91	73	3	4B 12
80		100	100	20	15		67	100	83		26	100	100	4	4C 6
100		89	100	14	15	5	75	75	13		20	89	75	3	4D 3
0		-	-	-	-		80	60	33		-	29	71		5A 7
-		-	-	-	-	-	100	0	100		8	100	50	1	5B 2
90		94	92	26	3		30	18	0		-	60	23	4	6A 40
0		13					60	60	9			67	67	6	6B 15

QUALITY ANALYSIS

ACTIVITY: REFERRAL INTERVIEW
SUMMARY OF APPLICANT
FORM D1/III

Wait 15 Min. or Less for Intv'r ?	Did Intv'r Understand You ?	Used ES Before ?	Return to ES ?	Intv'r Encourage You to Call ?	Referred to Job ?	Intv'r Discuss Employer Arrange ?	Intv'r Tell You Report Results ?	Given Referral Slip ?								
1	2	3	4	5	6	6a	6b	6c								
% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	LO #	NO. FORMS RETURNED
	97	58	99	72	55	83	56	81							1A	107
	96	73	97	82	73	74	51	77							1B	42
	99	58	98	77	38	76	68	78							1C	84
	48	22	54	28	24	26	28	32							1D	66
															2A	
	99	71	100	81	27	58	65	72							2B	92
	100	69	99.5	82	59	84	71	81							3A	194
	69	43	71	63	49	49	34	43							3B	78
	98	76	99	84	83	85	81	94							4A	86
	99	66	99	84	69	88	63	100							4B	79
	93	64	98	87	73	88	94	100							4C	45
	98	58	99	83	82	86	70	98							4D	107
	100	86	98	70	71	77	69	91							5A	98
	98	38	100	91	15	86	43	50							5B	47
	97	61	97	74	59	81	60	93							6A	65
	98	64	100	84	47	79	70	81							6B	159

QUALITY ANALYSIS

ACTIVITY: REFERRAL INTERVIEWING
SUMMARY OF LO MANAGER FORM C/III

LO #	NO. FORMS RETURNED	Adequate Facilities ? (1)	Daily Referral Results ? (2)	If yes - Used to Monitor Operations ? (2a)	JB Listings On Time ? (3)	JB Listings Not Available A.M.? (3a)	How Many Lists/ Viewers ? (4)	How Many RI People ? (4a)	% Job Openings Filled From Job Order Forms ? (5)							
		Yes	Yes	Yes	Yes	#	#	#	%	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes
1A		N	N	-	N/A	N/A	N/A	7-8	N/A							
		Y	Y	Y	-	-	4	20	70							
1B		N	Y	Y	N	N/A	N/A	16	95							
		Y	Y	Y	-	-	-	5-8	-							
1C																
1D																
2A		Y	Y	Y	Y&N	20	10	10	5							
2B																
3A		Y	N	Y	Y	6	17	17	70							
		N	N	-	Y	10-12	14	8	90							
3B																
4A		N	Y	Y	Y	4-5	34	34	N/A							
		Y	Y	Y	Y	3	14	12	[illegible]							
4B		Y&N	Y	Y	Y	5	7*	6	N/A							
4C		Y	Y	Y	Y	2	8	6	N/A							
4D																
5A		Y	N	Y	N/A	-	8	8	75-100							
		N	N	-	-	-	-	-	100							
5B																
6A		Y	Y	/	N/A	N/A	56	60	N/A							
6B																

JOB DEVEL PMENT (JD)

Unit: Job Development Attempts
Service Percent: Job Development Attempts / Referral Interviews

LO #	Unit Cost In Minutes	Percent Of Resources	Service Percent	Plcmnts/* equiv.pos. Time ladders -direct plcmnt time only-
1	14.5	1.4	7.1	44.9
1B	10.0	1.6	8.4	43.0
1C	6.3	1.4	14.0	55.2
1	7.7	0.9	11.8	35.6
2	8.0	4.6	71.8	28.6
2	10.5	0.8	10.5	6.7
3	5.9	2.7	49.2	45.8
3B	10.7	1.2	12.0	35.6
4	9.1	2.3	13.5	20.2
4B	14.0	0.8	4.0	18.1
4	9.9	1.5	12.2	21.1
4	10.0	0.4	2.2	
5	10.2	0.9	5.9	55.1
5B	7.5	0.2	11.4	15.8
6	10.5	2.7	39.2	35.2
6B	10.0	0.8	10.1	28.1

*ESARS Placements / Time Ladder Placement Equivalent Positions

QUALITY ANALYSIS

ACTIVITY: JOB DEVELOPMENT

SUMMARY OF STAFF

FORM B-4 (part 1 of 2

Average # Attempts per Applicant?	Formal Courses?	Self-Study?	OJT?	Other - Explain	JIS?	Open Closed Orders?	Employers Records?	Card Work History?	Newspaper Ads?	Trade Professional Periodicals?	Directories?	Job Opportunities Studies?	Area Skill Studies?	Other	LO #	NO. FORMS RETURNED
1	2a	2b	2c	2d	3a	3b	3c	3d	3e	3f	3g	3h	3i	3j		
Avg #	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes		
	50	38	100	29	38	88	75	63	50	13	75	25	13	71	1A	8
	53	53	87	38	64	93	72	46	64	36	79	50	29	60	1B	15
	50	22	67	29	67	89	13	33	78	13	89	0	0	50	1C	10
	67	56	100	50	67	100	78	67	67	44	67	22	22	33	1D	9
Invalid question; Response inadequate, therefore question revised.	First LO visit - Questions from visit completely revised.														2A	
	0	33	83	25	0	17	66	86	86	17	66	17	33	20	2B	7
	46	71	100	43	69	93	85	57	100	23	86	29	36	43	3A	14
	42	100	100	8	8	92	92	92	92	33	92	42	42	17	3B	12
	64	59	97	35	76	86	94	80	64	30	71	34	32	51	4A	35
	17	42	100	29	58	100	100	92	100	33	58	25	25	45	4B	12
	17	17	100	17	83	100	50	100	100	33	83	0	0	33	4C	6
	43	29	86	83	57	71	71	71	100	29	57	43	29	50	4D	7
	83	86	100	67	34	86	57	86	100	14	43	43	29	50	5A	7
3	100	0	100	100	100	100	100	100	100	0	100	0	0	0	5B	2
	25	55	76	18	30	82	44	71	87	27	67	18	26	22	6A	50
1	36	67	93	25	60	93	80	87	73	13	100	33	29	25	6B	15

QUALITY ANALYSIS

ACTIVITY: JOB DEVELOPMENT

SUMMARY OF STAFF

FORM B-4 (part 2 of 2

Review Openings First?	Attempt JO During Call?	Share New JO With Interviewers?	Wait Time Before Follow Up?											LO #	NO. FORMS RETURNED
4	5	6	7												
% Yes	% Yes	% Yes	Avg Days	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes		
100	75	88	2											1A	8
100	77	92	2											1B	15
100	33	100	4											1C	10
100	89	89	3											1D	9
-	-	-	-											2A	10
100	43	100	4											2B	7
93	79	93	2											3A	14
100	100	92	1											3B	12
100	64	97	4											4A	35
92	88	100	3											4B	12
100	17	100	4											4C	6
100	100	100												4D	7
100	86	100	3											5A	7
100	100	50	2											5B	2
98	53	76	4											6A	50
100	100	100												6B	15

QUALITY ANALYSIS

ACTIVITY: JOB DEVELOPMENT

SUMMARY OF LO MANAGER FORM C/IV

1 JD Contacts Noted on Rec. of Employer ?	1a How Many Contacted Last Mo.?	2 Random Sample Cards that Ind. JD ?	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	LO #	NO. FORMS RETURNED
Yes	#	#														
N	-	-													1A	
N	-	14													1B	
N	-	N/A													1C	
N	-	-													1D	
N	-	40													2A	
															2B	
Y	1650	-														
N	-	-													3A	
															3B	
Y	425	N/A														
Y	145	10-25													4A	
Y	208	5													4B	
Y	79	2													4C	
															4D	
Y	40	1-25														
Y	14	11													5A	
															5B	
Y	*	13														
															6A	
															6B	

JOB INFORMATION SERVICE (JIS)

Unit: Applicants
Service Percent: Referral Interview from JIS***
Total Traffic (Applicants Received)

LO #	Unit Cost In Minutes	Percent of Resources	Service Percent	Plcmts/* equiv. pos. Time ladders -direct plcmnt time only-
1	6.3	2.4	N/A	44.9
1B	10.3	1.7	N/A	43.0
1C	**	1.3	N/A	55.2
1	7.1	1.5	79.7	35.6
2	11.2	2.1	N/A	28.6
2	7.5	0.1	6.0	6.7
3	4.8	1.5	N/A	45.8
3B		0.0	N/A	35.6
4	N/A	3.1	N/A	20.2
4B	6.7	0.0	N/A	18.1
4C	2.9	0.5	N/A	21.1
4	6.4	1.6	24.5	
5	N/A	N/A	N/A	55.1
5B		0.2	N/A	15.8
6	10.9	0.8	N/A	35.2
6B	12.6	2.4	3.4	28.1

* SARS Placements
Time Ladder Placement
Equivalent Positions

** Quantity data collected incorrectly
***Service % Formula Revised in Handbook

QUALITY ANALYSIS

ACTIVITY: JOB INFORMATION SERVICE
SUMMARY OF STAFF
FORM B-5

At Least One Referral? 1	Abbreviations Eliminated JIS Listings? 2	Are Applicants Confused? 2a	Frequent Applicant Unqualified? 1 in every 3												LO #	NO. FORMS RETURNED
Avg %	% Yes	% Yes	Avg #	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes		
51	60	50	4												1A	5
47	23	89	5												1B	22
66	0	100	5												1C	4
38	22	60	11												1D	9
-	-	-	-												2A	0
50	0	43	4												2B	7
-	-	-	-												3A	0
-	-	-	-												3B	0
77	0	100	4												4A	3
21	0	50	5												4B	2
-	0	100	-												4C	1
65	17	100	5												4D	6
-	-	-	-												5A	0
-	-	-	-												5B	0
90	0	100	4												6A	3
															6B	

QUALITY ANALYSIS

ACTIVITY: JIS

SUMMARY OF APPLICANT
FORM D3/I

Area Well-Lit ?	Area Pleasant ?	Find Material Wanted ?	Easy to Write Job Selection ?	Would Return to Use JIS ?	Someone to Answer Quest's ?	Materials Other Than Job Lists ?	Use Other Materials ?	Which ?	Use Any Job Lists ?	Job Lists Easy to Read ?	List Jobs Clear-Easy Read ?	Job Descriptions Easy Understand ?				
1	1a	2	3	4	5	6	6a		7	7a	7b	7c				
% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	LO #	NO. FORMS RETURNED
98	93	82	84	100	96	71	29		73	98	97	97			1A	46
97	91	88	91	94	94	59	58		82	88	81	90			1B	33
97	100	94	97	100	100	74	61		82	97	100	100			1C	35
100	93	73	73	100	87	80	40		67	67	67	80			1D	45
															2A	41
															2B	40
															3A	
															3B	
100	100	86	84	100	100	63	45		91	98	97	97			4A	45
100	96	72	76	100	93	59	5		68	100	100	100			4B	29
96	98	87	86	100	100	41			81	95	100	95			4C	49
100	100	66	57	100	100	57	26		51	89	94	97			4D	48
															5A	
															5B	
97	97	83	100	100	100	68	43		97	100	93	100			6A	30
100	98	88	94	100	98	62	52		92	98	100	100			6B	50

QUALITY ANALYSIS

ACTIVITY: JIS

SUMMARY OF LC MANAGER FORM C/V

LO #	NO. FORMS RETURNED	Job Listings In JIS ? (1) Yes	Alpha DOT ? (2a) Yes	How Listed: Alpha Location ? (2b) Yes	How Listed: Alpha DOT/Salary ? (2c) Yes	Other ? (2d) Yes	Schools/Comm. Agencies Receive Listings ? (3) Yes	How Often ? (3a) Yes	Do They Visit Local Office ? (4) Yes	When Last ? (4a) Date	Check on JIS Apps. w/o Placement ? (5) Yes	One or More Staff Assigned Monitor JIS ? (6) Yes	% Yes	% Yes	% Yes	% Yes
1A		Y	N	N	N	Y	Y	-	Y	9/74	Y	Y				
1B		Y	N	N	N	Y	Y	M	Y	7/74	Y	N				
1C		Y	-	-	-	Y	N	-	Y	5/74	Y	Y				
1D		Y	-	-	-	Y	N	-	N	-	N	Y				
2A																
2B		Y	N	N	N	N	Y	D	Y	12/74	N	N				
3A																
3B		Y	N	N	N	Y	Y	W	Y	8/74	N	N				
4A		-	-	-	-	-	-	-	-	-	-	-				
4B		Y	-	-	-	Y	Y+N	D	N	-	Y	Y				
4C		Y	N	N	N	Y	N	-	Y	3/73	Y	Y				
4D		Y	Y	N	N	-	N	-	Y	10/74	Y	N				
5A		Y	-	-	-	Y	N/A	N/A	Y	12/74	Y	Y				
5B		N/A	N/A	-	-	-	Y	N/A	Y	10/74	N/A	N/A				
6A		N	-	-	-	-	N	-	-	-	-	-				
6B		Y	N	N	N	Y	N	-	Y	10/74	Y	Y				

REFERRAL CONTROL (RC)

Unit: Referral Requests
Service Percent: Referral Requests / Job Referrals ***

LO #	Unit Cost In Minutes	Percent Of Resources	Service Percent	Plcmnts/* equiv.pos. Time ladders -direct plcmnt time only-
A	5.0	0.01	N/A	44.9
B	7.1	0.1	N/A	43.0
C	19.0	0.03	N/A	55.2
D	-	0.0	N/A	35.6
E-X	**	12.8	**	
F-X	**	9.2	**	
A	7.3	2.3	62.8	28.6
B	N/A	0.1	N/A	6.7
A	4.3	4.3	183.3	45.8
B	N/A	0.0	N/A	35.6
A	2.4	2.1	N/A	20.2
B	-	0.0	N/A	18.1
C	N/A	0.2	N/A	21.1
D	N/A	0.0	N/A	
E-X	**	10.8	**	
A	-	0.0	N/A	55.1
B	N/A	0.0	N/A	15.8
A	N/A	0.4	N/A	35.2
B	15.0	0.0	N/A	28.1

*ESARS Placements / Time Ladder Placement Equivalent Positions

**Could not be developed for sample. Sample included only a part of LO's served by this central order taking office.

***Service % Formula Revised in Handbook

QUALITY ANALYSIS

ACTIVITY: REFERRAL CONTROL

SUMMARY OF STAFF
FORM B-6

	1	2	2a	2b	3	4	5									
	In Job Bank Area?	(JB) One-Over Referrals?	(JB) Established Dialogue?	(JB) Less Than 30 Seconds?	(JB) Change Info To Interviews?	(JB) Written Procedures Monitor Transmission?	(Now JB) Is Referral Posted?									
	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes
	100	66	100	66	100	0	100								LO #	NO. OF RETURNED
	COT														1A	4
															1B	
															1C	
															1D	
	0	-	-	-	-	-	100								1E-X	11
	20	0	100	66	75	100	100								1F-X	6
		100	100		75	0									2A	6
	100	100	100	100	100	100	100								2B	5
	100	0	100	100	100	0	-								3A	3
															3B	
															4A	
															4B	
															4C	
															4D	
	100	25	100	100	100	25	-								4E-X	4
															5A	
															5B	
	0	-	0	0	-	-	66								6A	3
															6B	

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QUALITY ANALYSIS

ACTIVITY: REFERRAL CONTROL

SUMMARY OF LO MANAGER
FORM C/VI

NO. FORMS RETURNED	Daily Peak # Ref. Approved ?		# R. C. Staff ?		Work Separate Sections ?		Supvr. Check Positions ?		How Often ?		Forms For Change Control ?		Key Changes to Interviewers ?		Sta./Desk & Ref. Form #'s Audit ?		How Often ?									
LO #	1		1a		1b		2		2a		3		4		5		5a		% Yes		% Yes		% Yes		% Yes		% Yes
	#		#		Yes		Yes		#		Yes		Yes		Yes		#										
1A	150		3		N		Y		Reg		Y		Y		N		-										
1B	-		-		-		-		-		-		-		-		-										
1C	-		-		-		-		-		-		-		-		-										
1D	-		-		-		Y		-		-		-		-		-										
2A	-		-		-		-		-		-		-		Y		WK										
2B																											
3A	-		2		Y		Y		-		-		Y		Y		MO										
3B	-		-		-		-		-		-		-		-		-										
4A	-		-		-		-		-		-		-		-		-										
4B	-		-		-		-		-		-		-		-		-										
4C	-		-		-		-		-		-		-		-		-										
4D	-		-		-		-		-		-		-		-		-										
5A	N/A		-		-		Y		Wkly		N		Y		N		-										
5B	-		4		Y		N		-		Y		Y		Y		-										
6A	N/A		-		-		N/A		-		N		Y		N/A		-										

VERIFICATION (VE)

Unit: Verified Referrals & Validated Orders
Service Percent: Verified Referrals & Validated Orders / Openings Received

LO #	Unit Cost In Minutes	Percent Of Resources	Service Percent	Plcmnts/* equiv.pos. Time ladders -direct plcmnt time only-
A	5.4	4.5	183.6	44.9
1B	5.4	2.5	N/A	43.0
1C	7.2	2.5	N/A	55.2
D	6.3	5.1	265.9	35.6
1E-X	**	21.7	**	
1F-X	**	19.2	**	
A	2.5	1.3	224.3	28.6
B	6.6	1.1	280.8	6.7
A	1.7	2.0	384.5	45.8
3B	7.7	1.6	149.8	35.6
4A	N/A	0.4	N/A	20.2
4B	N/A	0.4	N/A	18.1
C	21.7	1.8	N/A	21.1
D	N/A	0.0	N/A	
4E-X	**	17.2	**	
A	10.1	2.7	102.1	55.1
5B	4.5	3.0	642.4	15.8
6A	71.0	3.9		35.2
6B	5.8	2.8	269.8	28.1

*ESARS Placements / Time Ladder Placement Equivalent Positions

**Could not be developed for sample. Sample included only a part of LO's served by this central order taking office.

B7-VERIF/VALID

QUALITY ANALYSIS

ACTIVITY: VERIFICATION/ VALIDATION

SUMMARY OF STAFF

FORM B-7

	Order Employer-Related Procedures Training?	# Verifications After 2/Hrs.? 1 out of ___	# V/V Attempts Mandatory Listings? 1 out of ___	Is Mailer Verification Used?	Returned in 72 Hrs.? %	Verification By Mail %	Frequency of Recording and Forwarding: Ref. Results? 1 out of ___	Order Changes 1 out of ___	Order Status Change? 1 out of ___								
	1	2	3	4	4a	4b	5a	5b	5c								
	% Yes	Avg #	Avg #	% Yes	Avg %	Avg %	Avg #	Avg #	Avg #	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	LO #	NO. OF RETURNED
	75	4	3	100	11	10	4	1	1							1A	4
																1B	
																1C	
	100	6	6	78	33	17	1	1	1							1D	9
	91	3	5	100	2	2	2	1	1							1E-X	11
	83	1	1	100	0	2	1	2	1							1F-X	6
	100	-	-	-	-	-	-	-	-							2A	2
	67	4	1	100	69	12	1	1	1							2B	6
	33	-	-	0	-	-	-	-	-							3A	3
	100	4	3	89	42	33	5	6	5							3B	9
																4A	
																4B	
																4C	
																4D	
	71	3	3	100	17	2										4E-X	7
	80	10	3	80	43	45	1	1	1							5A	5
	100	5		100	45	50	1	1	1							5B	2
	33	1	1	100	15	54	1	1	1							6A	4
	44	4	3	100	28	34	2	1	1							6B	9

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QUALITY ANALYSIS

ACTIVITY: VERIFICATION/ VALIDATION
SUMMARY OF LO MANAGER
FORM C/VII

LO #	NO. FORMS RETURNED	Unverif. After :4 Hours ?	Empl. Contacted Re- Orders Aged ?	Empl. Contacted Re- Orders Other Than Open Status ?	Empl. Contacted Re- Orders W/Unverified Refs. ?	Established Procedures ?	Verify Ref. Results ?	Empl. Accept More Referrals ?	Who Contacts Empl. ?	V/V Have JO-Ref. Records ?	Empl. Telephone Numbers Avail. ?	% Yes	% Yes	% Yes	% Yes
		1	2a	2b	2c	3	4	5	5a	6a	6b				
		*	Yes	Yes	Yes	Yes	Yes	Yes	Who	Yes	Yes				
1A		*	Y	Y	Y	Y	N	N	-	Y	Y				
1B		-	-	-	-	-	-	-	-	-	-				
1C		-	-	-	-	-	-	-	-	-	-				
1D		-	Y	Y	Y	Y	Y	-	-	-	-				
2A		10	Y	Y	Y	Y	Y	Y	RI	N	Y				
2B		40	Y	Y	Y	Y	N	Y	OT	Y	Y				
3A		-	Y	Y	Y	Y	Y	-	-	-	-				
3B		-	-	-	-	-	-	-	-	-	-				
4A		-	-	-	-	-	-	-	-	-	-				
4B		-	-	-	-	-	-	-	-	-	-				
4C		-	-	-	-	-	-	-	-	-	-				
4D		-	-	-	-	-	-	-	-	-	-				
5A		80	Y	Y	Y	Y	N	N/A	-	-	-				
5B		50	Y	Y	Y	Y	Y	-	-	-	-				
6A		*	Y	Y	Y	Y	N	Y	V/CLK	Y	Y				
6B															

Unit: Counseled Applicants
Service Percent: Counseled Applicants / New Applicants & Renewals

Lo #	Unit Cost In Minutes	Percent Of Resources	Service Percent	Plcmnts/* equiv.pos. Time ladders -direct plcmnt time only-
A	48.1	7.2	9.0	44.9
B	30.0	1.8	2.6	43.0
1C	39.6	1.5	4.2	55.2
D	56.3	2.8	11.6	35.6
2A	47.3	11.0	31.7	28.6
B	29.9	3.5	15.8	6.7
A	36.3	2.1	42.5	45.8
B	30.2	3.1	11.4	35.6
A	46.9	9.1	17.9	20.2
4B	44.9	4.4	11.4	18.1
C	39.3	1.7	2.3	21.1
D	41.6	3.7	8.1	
A	27.0	7.9	17.1	55.1
B	55.0	3.5	1.5	15.8
A	50.3	3.6	7.7	35.2
6B	77.1	4.6	20.0	28.1

*ESARS Placements / Time Ladder Placement Equivalent Positions

QUALITY ANALYSIS

ACTIVITY: COUNSELING

SUMMARY OF STAFF

FORM B-8 (part 1 of 2

	How long Counseling?	One to One Private Area?	Maintain Separate File?	For Each Applicant: Problem Statement?	Record Analysis?	Diagnostic Tools?	Possible Options?	Plan of Action?	Knowledge of: Intra/Inter Resources?	General Labor Market?	Local Training ?	Maintain Up-To-Date Pamphlets?	Do Non-Scheduled Counseling?	Give Booklets Re: Testing?	If Job Ready, Perform Referral Interview?		
		1	2	3a	3b	3c	3d	3e	4a	4b	4c	5	6	7	8a		
	Avg Yrs	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	LO #	NO. FORMS RETURNED
	15	0	100	100	100	100	100	100	100	100	100	100	0	100	0	1A	1
	12	0	66	100	100	100	100	100	100	100	100	33	100	33	66	1B	3
	14	0	100	100	100	100	100	100	100	100	100	100	100	100	100	1C	1
	10	100	100	100	100	100	100	100	100	100	100	100	100	100	100	1D	2
	5	17	100	100				100	40	20		100		0		2A	6
	4	0	100	100	100	100	100	100	100	100	100	100	100	0	100	2B	1
	5	100	100	100	100	100	100	100	100	67	100	67	100	33	100	3A	3
	10	66	66	100	100	33	100	100	100	100	100	66	100	33	100	3B	3
	8	57	100	100	100	57	100	100	100	100	100	57	100	57	100	4A	7
	7	0	100	100	100	100	100	100	100	100	100	100	100	50	100	4B	2
	12	0	100	100	100	0	100	100	100	100	100	100	100	0	100	4C	1
		0	100	100	100	100	100	100	100	100	100	0	100	0	100	4D	1
	4	100	100	100	100	100	100	100	100	100	100	50	100	100	100	5A	2
	6	100	100	100	100	0	100	100	100	100	100	100	100	0	100	5B	1
	10	86	100	100	100	71	100	100	100	100	86	57	86	33	86	6A	7
	4	100	100	100	100	25	100	100	100	100	100	75	100	50	100	6B	4

QUALITY ANALYSIS

ACTIVITY: COUNSELING

SUMMARY OF STAFF

FORM B-8 (part 2 of 2)

If No, Same Day Interview?	Educ/Psych. Background?	Professional Organizations?												LO #	NO. FORMS RETURNED
85	9	10													
% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes		
100	100	100												1A	1
100	100	66												1B	3
-	100	100												1C	1
-	100	100												1D	2
	100	17												2A	6
-	100	0												2B	1
-	100	67												3A	3
-	100	66												3B	3
100	100	57												4A	7
-	100	100												4B	2
C	100	0												4C	1
-	100	100												4D	1
-	100	100												5A	2
-	100	100												5B	1
100	100	86												6A	7
100	100	100												6B	4

QUALITY ANALYSIS

ACTIVITY: COUNSELING

SUMMARY OF APPLICANT FORM D2/I

1 Wait 15 Min. or Less Couns. Intv'w ?	2 Counselor Help You ?	3 Sent to be Tested ?	3a Counselor Explain Need Test ?												LO #	NO. FORMS RETURNED
% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes		
	100	100	80												1A	5
	92	18	27												1B	12
	100	23	63												1C	24
	93	7	13												1D	14
	100	20	50												2A	77
	93	8	67												2B	15
	96	53	69												3A	47
	47	47	47												3B	27
	94	94	81												4A	16
	100	94	100												4B	19
	83	33	50												4C	5
	100	34	67												4D	29
	85	17	45												5A	31
	0	0	0												5B	0
	100	51	93												6A	51
	80	60	100												6B	8

QUALITY ANALYSIS

ACTIVITY: COUNSELING

SUMMARY OF LO MANAGER FORM C/VIII

1 Caseload Assnments ?	2 Mi. OJT ?	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	LO #	NO. FORMS RETURNED
Yes	Yes															
Y	Y														1A	
Y	Y														1B	
Y	Y														1C	
Y	Y														1D	
															2A	
Y	Y														2B	
Y	Y														3A	
N	Y														3B	
Y	Y														4A	
Y	Y														4B	
Y	Y														4C	
Y	Y														4D	
Y	Y														5A	
Y	Y														5B	
Y	Y														6A	
															6B	

TESTING (TE)

Unit: Applicants
Service Percent: Applicants Tested / Total Traffic (Applicants Received)

LO #	Unit Cost In Minutes	Percent of Resources	Service Percent	Plcmts/* equiv. pos. Time ladders -direct plcmnt time only-
1	5.6	1.2	1.8	44.9
1B	60.0	0.3	0.5	43.0
1C	14.6	0.3	1.4	55.2
1	-	0.0	0.6	35.6
2	8.0	0.1	1.2	28.6
2B	13.3	0.1	0.0	5.7
3	12.1	2.5	7.2	45.8
3B	15.9	3.3	21.4	35.6
4A	18.3	1.6	2.8	20.2
4B	47.8	1.9	1.0	18.1
4	43.3	0.4	0.3	21.1
4D	28.2	1.9	2.4	
5	11.0	3.0	5.6	55.1
5B	28.3	0.5	0.7	15.8
6A	21.5	0.8	2.4	35.2
6B	38.8	1.3	0.9	28.1

* SARS Placements / Time Ladder Placement Equivalent Positions

QUALITY ANALYSIS

ACTIVITY: TESTING

SUMMARY OF STAFF
FORM B-9

Sign Posted - Testing In Progress? 1	Scheduled Test Always Given-Appl. Arrival? 2	Prior Inspection of All Test Booklets? 3	Testing Materials Up-To-Date? 4	Always Read Instructions Verbatim? 5	Special Attention to NATB/BOLT? 6	Time Limits Always Observed? 7	Trained for Tests Administered? 8								LO #	NO. FORMS RETURNED
% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes		
66	100	66	100	66	-	100	100								1A	3
100	100	100	100	100	-	100	100								1B	2
100	100	100	100	100	100	100	66								1C	3
100	0	100	100	100	-	100	100								1D	2
100		100	100	100	-										2A	1
100	0	100	100	100	-	100	100								2B	1
100	50	100	100	100	-	100	100								3A	2
100	100	66	100	100	100	100	100								3B	3
100	75	75	100	100	100	100	100								4A	4
0	100	100	100	100	100	100	100								4B	2
100	100	100	100	100	100	100	100								4C	3
100	100	100	100	100	100	100	67								4D	3
100	100	100	100	100	100	100	83								5A	6
0	100	0	100	0	0	100	100								5B	1
100	100	100	100	100	100	100	100								6A	2
0	100	100	100	100		100	100								6B	1

QUALITY ANALYSIS

ACTIVITY: TESTING

SUMMARY OF APPLICANT
FORM D2/II

1 Test Area Free of Noise ?	2 Good Light In Test Area ?	3 Temperature Comfortable ?	4 Test Admin. Explain Purpose ?	5 Test Admin. Check Practice ?	6 Test Admin. Available for Questions ?	7 Booklet Clean ?	8 Typewriter Good Condition ?								LO #	NO. FORMS RETURNED
% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes		
100	100	86	100	50	100	86	100								1A	7
67	83	83	100	100	83	100	100								1B	5
88	100	75	100	100	100	100	88								1C	8
13	13	13	7	13	13	13	7								1D	2
100	89	89	89	88	100	-	-								2A	9
100	100	100	100	100	100	100	100								2B	1
100	92	100	100	83	100	-	-								3A	13
80	80	80	73	80	80	80	67								3B	36
100	100	86	93	92	85	100	75								4A	14
100	100	100	100	100	100	100	90								4B	17
67	50	67	67	67	67	33	67								4C	2
100	100	100	95	84	100	100	95								4D	21
86	100	100	100	79	92	100	100								5A	13
100	100	100	0	0	0	100	100								5B	3
94	100	100	100	94	82	72	93								6A	18
100	100	100	63	100	100	100	100								6B	8

QUALITY ANALYSIS

ACTIVITY: TESTING

SUMMARY OF LO MANAGER FORM C/IX

LO #	NO. OF RETURNED	Separate Rooms or Different Times ? 1	Areas w/out Telephones ? 2	Mats Locked ? 3	Annual Inventory ? 4	Max. Ratios: 1-10 BOLT, GATB ? 5a	Max. Ratios: 1-6 NATB. ? 5b	Max. Ratios: 1-5 Apparatus ? 5c	In Other Lang's. ? 6	Score Test Twice ? 7	By Dif. People ? 7a	Test Cards Held 3 Years ? 8	Age 40-65 Tests Held 1 Year ? 9	Test Devel. Reports Available ? 10	Timely SATB Results ? 11
	% Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
1A		Y	Y	Y	Y	Y	Y	Y	N	Y	Y	N	Y	Y	Y
1B		Y	Y	Y	Y	Y	Y	Y	N	-	-	Y	Y	Y	Y
1C		Y	Y	Y	Y	Y	N/A	Y	N	Y	Y	Y	Y	N	Y
1D		Y	Y	Y	N	Y	Y	Y	N	N	-	-	-	N	Y
2A															
2B		-	N	N	Y	Y	Y	Y	N	N	N	Y	Y	Y	Y
3A			Y	Y	Y	Y	Y	N	N	Y	Y	Y	Y	Y	Y
3B			Y	Y	N	N	-	N	N	Y	Y	Y	Y	Y	Y
4A			Y	Y	Y	N	N	N	N	Y&N	Y	Y&N	Y	Y	Y
4B			Y	Y	Y	Y	Y	Y	N	Y	Y	N	Y	Y	Y
4C			Y	Y	Y	Y	Y	Y	N	N	Y	N	Y	N/A	Y
4D			Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y
5A			Y	N	Y	N	Y	N	N	N	-		Y	Y	Y
5B		N	Y	N	Y	Y	Y	Y	Y	N	Y		Y	Y	Y
6A			Y	Y	Y	Y	Y	Y	N	N	-		Y	Y	Y
6B		Y	Y	Y	Y	Y	Y	Y	N	N	-		Y	Y	Y

FILE SEARCH/CALL-IN (FC)

Unit: Call-In Attempts
Service Percent: Call-In Attempts / Active Appl. File

LO	Unit Cost In Minutes	Percent Of Resources	Service Percent	Plcmnts/* equiv.pos. Time Ladders -direct plcmnt time only-
1A	6.1	10.1	37.6	44.9
1B	10.4	2.9	7.5	43.0
1C	14.7	13.3	30.7	55.2
1D	8.2	5.8	10.2	35.6
2A	9.2	1.0	5.3	28.6
2B	9.1	2.8	20.3	6.7
3A	5.3	7.1	56.9	45.6
3B	8.3	3.4	39.1	35.6
4A	6.0	5.6	58.1	20.2
4B	12.9	6.3	26.9	18.1
4C	5.8	1.1	9.1	21.1
4D	6.3	7.6	50.9	
5A	7.9	0.6	1.8	55.1
5B	7.3	1.2	5.3	15.8
6A	23.5	7.7	15.5	35.2
6B	10.7	9.3	26.0	28.1

*ESARS Placements / Time Ladder Placement Equivalent Positions

B10-
FILE SEARCH/CALL-IN

QUALITY ANALYSIS

ACTIVITY: FILE SEARCH/ CALL-IN
SUMMARY OF STAFF
FORM B-10

How Long for ES? (Years)	Time Spent Per Order?	No Recent Service Review?	How Frequent?	If Yes: Specified Position?	If Yes: Send Letter?	If Yes: Phone Follow Up?	If Yes, How Soon?	Direct Phone Referrals?	Multiple Referrals?	Try Alternate Phone Numbers?	Try Telegram or Mail?	Time Cards Out-of-File?				
1		2	2a	2b	2c	2d	2e	3	4	5	6	7				
Avg Yrs	Avg Min	% Yes	Avg Days	% Yes	% Yes	% Yes	Avg Days	% Yes	% Yes	% Yes	% Yes	Avg Days	% Yes	% Yes	LO #	NO. FORMS RETURNED
10	23	78		100	87	75		78	45	89	89				1A	9
9	13	56		100	40	40		90	20	90	90				1B	10
4	62	70		100	86	71		90	100	90	100				1C	10
7	14	44		80	60	80				78	78				1D	9
5								29	79	50	100				2A	14
11	3	100		66	100	0		60	100	80	100	4			2B	5
8	27	100		33	100	33		100	50	100	100				3A	4
6		100		89	100	50	4	13	56	89	88				3B	9
6	13	94		100	66	63	5	90	45	90	97	4			4A	31
10	15	100		100	72	36		73	64	100	100	3			4B	11
2	22	100		100	100	40	8	100	80	80	100	4			4C	5
4	26	100		100	100	25		100	25	50	100				4D	4
6	16	40		33	66	33		80	60	60	80	7			5A	5
5	18	100		100	100	0		100	100	100	100	3			5B	2
4	28	45		80	96	68		85	95	61	88	1			6A	46
6	50	85		100	100	83	9	100	85	83	100				6B	14

Invalid Question - Revision Required

Invalid Question - Revision Required

150 98

QUALITY ANALYSIS

ACTIVITY: FILE SEARCH/ CALL-IN

SUMMARY OF LO MANAGER FORM C/X

	VETs First ?	Inactive Review Monthly ?	Applic. Contact By Telephone ?	After Bus. Hrs. Call-In ?	% CI By Telephone ?	By Telegram or Mail.	Send "Form" Letter	Stress "Specific" Job ?	Request Prompt Reply ?	Post Info. Applic. Card ?							
	1	2	3	3a	3b	4	4a	4b	4c	5							
	Yes	Yes	Yes	Yes	%	Yes	Yes	Yes	Yes	Yes	% Yes	% Yes	% Yes	% Yes	% Yes	LO #	NO. OF RETURNED
	Y	Y	Y	N	90	Y	N	Y	Y	Y						1A	
	Y	Y	Y	N	5-10	Y	Y Card	Y	Y	Y						1B	
	Y	Y	Y	N	95	Y	Y Card	N	Y	Y						1C	
	Y	N	Y	N	80	Y	Y	Y	Y	Y						1D	
																2A	
	Y	Y	Y	N	25	Y	Y	Y	Y	Y						2B	
	Y	Y	Y	Y	85	Y	Y Card	Y	Y	Y						3A	
	Y	Y	Y	Y	75	Y	N	Y	Y	Y						3B	
	Y	Y	Y	N	75	Y	Y Card	Y	Y	Y						4A	
	Y	Y	Y	Y	60	Y	Y Card	Y	Y	Y						4B	
	Y	Y	Y	N	15	Y	N	Y	Y	Y						4C	
	Y	Y	Y	N	20	Y	Y	Y	Y	Y						4D	
	Y	Y	Y	N	50	Y	Y	Y	Y	Y						5A	
	Y	Y	Y	N	80	Y	Y	Y	Y	Y						5B	
	Y	Y	Y	Y	75	Y	Y	Y	Y	Y						6A	
																6B	

JOB ORDER TAKING (JO)

Unit: Job Orders Taker
Service Percent: Openings Received / Total Employment

LO #	Unit Cost In Minutes	Percent Of Resources	Service Percent	Plcmnts/* equiv.pos. Time ladders -direct plcmnt time only-
1A	12.0	1.1	N/A	44.9
1B	13.9	3.3	N/A	43.0
1C	8.3	1.1	N/A	55.2
1D	16.2	5.6	N/A	35.6
E-X	**	20.0	**	
-X	**	19.4	**	
2A	8.8	2.7	0.1	28.6
2B	13.9	1.1	0.2	6.7
3A	13.4	1.9	1.1	45.8
3B	12.7	0.7	0.8	35.6
4A	11.7	1.7	N/A	20.2
4B	12.6	1.2	N/A	18.1
4C	14.7	0.9	N/A	21.1
4D	12.1	0.4	N/A	
4-X	**	23.8	**	
5A	12.9	1.4		55.1
5B	11.4	1.0	0.2	15.8
6A	17.7	1.7	0.4	35.2
6B	14.1	2.0	0.8	28.1

*ESARS Placements
Time Ladder Placement
Equivalent Positions

**Could not be developed for sample. Sample included only a part of LO's served by this central order taking office.

QUALITY ANALYSIS

ACTIVITY: ORDER TAKING

SUMMARY OF STAFF

FORM B-11 (part 1 of 2)

	How Long OT? (Years)	Access Master File?	File Current?	Written Guidelines OT Form?	Written Guidelines Free-Flow Area?	Trained in OT?	Lead Employer Thru Form?	Transcription Unnecessary?	Advise Employers Min. Wage, EEOC, etc.	Written Procedures-Discrimination?	How Often Discrimination Occured? 1 out of	Advise Employers Unrealistic, etc.?	Pass Info to ER?	Employer Complaints?	Inquire Accept Trainees?
		1	1a	2	3	4	5a	5b	6	7	7a	8	9	9a	10
	Avg #	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	Avg #	% Yes	% Yes	% Yes	% Yes
	4	100	100	100	80	80	50	100	100	100	*	100	100	3	80
	5	100	100	89	89	100	100	50	100	100	57	100	67	2	100
	7	100	100	100	90	100	38	100	90	100	*	100	75	3	100
	7	83	80	83	60	83	33	100	100	100	*	100	83	2	83
	4	79		100	58	87			79			100	64		100
	10	43	75	86	43	86	57	43	57	83	8	86	43	1	100
	3	100	100	66	33	100	33	100	66	66	*	100	100	2	100
	6	100	100	100	76	100	33	33	89	100	39	100	100	0	100
	11	100	100	100	60	100	100	100	60	100	*	100	100	0	100
	3	100	100	100	100	75	25	100	75	100	*	100	100	0	100
	5	14	0	71	86	86	86	43	86	100	31	100	73	0	100
	7	100	100	100	89	100	100	100	67	100	*	89	100	1	89
	6	100	100	80	40	100	80	100	80	100	*	100	100	0	100
	5	100	100	100	100	100	100	0	100	100	12	100	100	0	100
	2	100	100	75	25	0	0	100	100	75	*	100	75	5	100
	6	93	79	100	53	93	60	20	87	67	20	93	93	2	100

*First group of LO's visited - Question not on form

LO #	NO. OF RETURNED
1A	5
1B	
1C	
1D	9
1E-X	8
1F-X	6
2A	15
2B	7
3A	3
3B	9
4A	
4B	5
4C	4
4D	7
4E-X	9
5A	5
5B	2
6A	4
6B	15

QUALITY ANALYSIS

ACTIVITY: ORDER TAKING

SUMMARY OF STAFF

FORM B-11 (part 2 of 2)

If Job Bank																
Check Errors?	Errors Last Week?															
11a	11b															
% Yes	Avg #	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	LO #	NO. OF RETURNED
100	1														1A	5
															1B	
															1C	
-	-														1D	9
-	-														1E-X	8
-	-														1F-X	6
43															2A	15
57	0														2B	7
33	0														3A	3
89	0														3B	9
															4A	
100	0														4B	5
50	3														4C	4
57	6														4D	7
44															4E-X	9
-	-														5A	2
-	-														5B	2
0	20														6A	4
36															6B	15

QUALITY ANALYSIS

ACTIVITY: JOB ORDER TAKING

SUMMARY OF EMPLOYER FORM E/I

LO #	NO. OF RETURNED	Order Reflect Requirements ? 1 % Yes	Order Clear & Concise ? 2a % Yes	Order Detailed ? 2b % Yes	Order Accurate ? 2c % Yes	Order Complete ? 2d % Yes	Knowledgeable ES Functions ? 3 % Yes	Phone #'s ES Well-Advertised ? 4 % Yes	Adequate Phones For ES ? 5 % Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes
1A	15	100	100	93	100	100	100	79	93						
1B		88	94	82	88	88	88	82	75						
1C		80	82	91	73	91	89	79	90						
1D	18	100	100	81	93	100	100	93	100						
1E-X	12	88	*	*	88	*	100	*	100						
1F-X	15	95	95	90	89	90	100	95	95						
2A	15	100	*	*	100	*	93	*	93						
2B	20	100	100	100	100	100	100	100							
3A	15	91	*	*	91	*	94	*	100						
3B	11	90	*	*	90	*	94	*	95						
4A	35	84	85	75	85	85	100	90	100						
4B	21														
4C															
4D	20	90	90	81	90	86	90	100	100						
4E-X															
5A		82	97	93	89	86	100	94	97						
5B	22	100	100	100	92	100	100	100	100						
6A	36														
6B	13														

* First group LO's visited-Questions not on form

QUALITY ANALYSIS

ACTIVITY: ORDER TAKING

SUMMARY OF LO MANAGER FORM C/XI

1 Control Proced. to Prevent Loss ?	2 Orders to DP Each Day ?	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	LO #	NO. OF RETURNED
Yes	Yes															
Y	N/A														1A	
Y	-														1B	
Y	-														1C	
Y	-														1D	
Y	-														1E-X	
															1F-X	
															2A	
Y	Y														2B	
Y	Y														3A	
N	Y														3B	
Y	-														4A	
Y	Y														4B	
Y	Y														4C	
-	-														4D	
Y	Y														4E-X	
	N/A														5A	
Y	-														5B	
Y	Y														6A	
															6B	

EMPLOYER SERVICE (ES)

Unit: ESR Accounts
Service Percent: ESR Problem Contacts/ESR Routine Contacts **

LO #	Unit Cost In Minutes	Percent of Resources	Service Percent	Plcm /* equiv. pos. Time ladders -direct plcmnt time only-
1	6.2	0.4	N/A	44.9
1B	18.2	0.3	N/A	43.0
1C	8.0	0.4	N/A	55.2
1	55.0	0.2	N/A	35.6
E X	60.9	16.1	N/A	
F-X	17.6	25.7	N/A	
2	10.5	0.3	N/A	28.6
2	58.4	4.4	N/A	6.7
3	103.1	6.2	N/A	45.8
3B	18.8	2.6	N/A	35.6
4	N/A	N/A	N/A	20.2
4B	19.0	3.2	N/A	18.1
4	46.3	5.9	N/A	21.1
4 X	57.1	5.8	N/A	
E-X	N/A	25.0	N/A	
5	15.6	0.1	N/A	55.1
5B	17.8	2.0	N/A	15.8
6A	52.5	6.3	N/A	35.2
6B	15.7	1.1	N/A	28.1

*ESARS Placements
Time Ladder Placement
Equivalent Positions
**Service % Formula Revised in Handbook

QUALITY ANALYSIS

ACTIVITY: EMPLOYER SERVICES

SUMMARY OF STAFF

FORM B-12 (part 1 of 2)

Written Overall Plan for Contact? 1 % Yes	Individual Employer File? 2 % Yes	Current Tickler File? 3 % Yes	Illegal Practices Identified? 4 % Yes	Use Job Bank? 5 % Yes	Closed Summary? 5a % Yes	Order Verification? 5b % Yes	Hiring Patterns? 5c % Yes	Ref. Results Analysis? 5d % Yes	Order History? 5e % Yes	Index By Occupation? 5f % Yes	Supvr. Debrief.? 6a % Yes	Weekly Bulletins? 6b % Yes	Bulletin Boards? 6c % Yes	Current Data Available? 7 % Yes	LO #	NO. OF RETURNED
100	100	100	100	100	100	100	100	50	100	100	100	0	0	100	1A	2
															1B	
															1C	
0	50	0	100	0	-	-	-	-	-	-	100	0	0	100	1D	2
100	75	75	100	0	-	-	-	-	-	-	100	0	25	100	1E-X	4
100	100	100	100	0	0	0	0	0	0	0	100	33	66	100	1F-X	3
100	100	0	50	100	0	100	0	0	100	100	100			100	2A	2
50	75	0	0	100	100	100	33	66	50	50	75	50	50	100	2B	5
100	33	0	100	100	0	0	0	0	0	0	100	100	0	100	3A	3
100	100	100	80	100	100	100	25	80	25	50	100	40	40	100	3B	5
															4A	
100	100	100	100	100	100	100	100	0	0	0	100	0	0	100	4B	2
100	100	100	100	100	100	0	0	0	100	100	100	0	0	100	4C	1
100	100	100	100	100	-	-	-	-	-	-	100	0	100	100	4D	1
100	100	100	100	100	100	100	100	0	100	100	100	0	0	100	4E-X	6
100	100	100	100	0	-	-	-	-	-	-	100	100	100	100	5A	1
100	100	100	100	0	-	-	-	-	-	-	100	0	0	100	5B	1
89	89	89	55	100	87	100	57	67	25	25	57	43	43	89	6A	9
100	100	100	100	100	100	100	0	0	0	0	100	0	100	100	6B	1

QUALITY ANALYSIS

ACTIVITY: EMPLOYER SERVICES

SUMMARY OF STAFF
FORM B-12 (part 2 of 2)

New Steps Past Year?	Immediately Write Report?	Adequate Lead Time?	Emphasize Priority Programs?	Receive Complaints Re: Job Development Calls?	# Complaints - 6 Months?										LO #	NO. OF RETURNED
8	9	10	11	12	12a											
% Yes	% Yes	% Yes	% Yes	% Yes	Avg #	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes	% Yes		
0	100	100	100	0	-										1A	2
															1B	
															1C	
0	100	100	100	0	-										1D	2
100	100	100	100	25	4										1E-X	4
100	100	100	100	100	2										1F-X	3
50															2A	2
66	75	33	66	0											2B	5
100	100	100	100	0	-										3A	3
100	100	100	100	42	3										3B	5
															4A	
100	100	100	100	0	-										4B	2
100	100	100	100	0	-										4C	1
100	100	100	-	0	-										4D	1
100	100	100	100	22											4E-X	6
0	100	100	100	0	-										5A	1
100	100	100	-	0	-										5B	1
86	78	89	67	34											6A	9
100	100	100	100	0											6B	1

QUALITY ANALYSIS

ACTIVITY: EMPLOYER SERVICE

SUMMARY OF EMPLOYER
FORM E/II

LO #	NO. OF RETURNED	Designated ES Rep ? (1) % Yes	Easy to Reach ES Rep ? (2) % Yes	ESR Contact Regularly ? (3) % Yes	How Often Past Year ? (3a) Range	Has ESR Been Helpful ? (4) % Yes	ESR Resolve Service Problems ? (4a) % Yes	ESR Improve ES Services ? (4b) % Yes	Visiting ESR Aware History ? (5) % Yes	Knowledgeable Current Market ? (5a) % Yes	Receive Printed ES Material ? (6) % Yes
1A	15	33	100	33	1-12	73	75	58	56	89	21
1B		38	93	42	1-52	75	73	83	43	88	6
1C		17	90	33	2-25	89	80	63	60	83	10
1D	18	19	100	56	2-52	87	67	50	70	100	8
1E-X	12	38	88	43	*	*	85	*	*	*	*
1F-X	15	74	89	65	1-30	77	69	77	96	94	11
2A	15	73	86	77	*	*	87	*	*	*	*
2B	20	78	100	82	1-52	100	100	86	100	100	33
3A	15	70	97	67	*	*	77	*	*	*	*
3B	11	70	84	65	*	*	90	*	*	*	*
4A	35	70	100	95	2-104	95	100	100	94	100	47
4B	21	67	95	54	1-20	90	83	84	82	100	40
4C		53	93	57	1-24	79	86	86	75	91	38
4D	20	54	92	23	1-25	85	67	60	86	100	8
4E-X											
5A											
5B	22										
6A	36										
6B	13										

* First group LO's visited-questions not on form

QUALITY ANALYSIS

ACTIVITY: EMPLOYER SERVICES

SUMMARY OF LO MANAGER FORM C/XII

LO #	NO. OF RETURNED	Cover All Fed. Contractors? 1 Yes	How Many New Ones Last 3 mos. ? 1a Yes	Current Empl Information ? 2 Yes	Program To Canvass Job Openings ? 3 Yes	How Many Last 3 Months ? 3a #	RI's & OT's Use Emp'r Files ? 4 Yes	Emp'r Assigned Specific ESR ? 5 Yes	How Soon Debriefing ? 6 #	Encourage RI's Seek Info. ? 7 Yes	Info. to JOT's & Ret. Res. Vfr's 8 Yes	& Yes	& Yes	& Yes	& Yes
1A		Y	-	Y	Y	-	Y	N	1Day	Y	Y				
1B		-	-	-	-	-	-	-	-	-	-				
1C		-	-	-	-	-	-	-	-	-	-				
1D		Y	-	N	N	-	Y	N	-	N	N				
1E-X		-	-	-	-	-	-	-	-	-	-				
1F-X															
2A		Y	3	Y	Y	35	Y	Y	2Day	Y	Y				
2B		Y	-	Y	Y	-	Y	Y	N/REG	Y	Y				
3A		N	2	Y	Y	400	Y	Y	Day	Y	Y				
3B		-	-	-	-	-	-	-	-	-	-				
4A		Y	9	Y	Y	575	Y	Y	Day	Y	Y				
4B		-	-	-	-	-	-	-	-	-	-				
4C		Y	-	Y	Y	411	Y	Y	-	Y	Y				
4D		Y	500	Y	Y	1000	Y	Y	1 Day	Y	Y				
4E-X		Y	0	Y	Y	90	Y	N	2 Wk	Y	Y				
5A		Y	3	Y	Y	95	Y	N	Day	Y	Y				
5B		Y	65	Y	Y	900	Y	Y	1 Wk	Y	Y				
6A															
6B															

COMMUNITY SERVICE (CS)

Unit: Not Applicable
Service Percent: Not Applicable

LO #	Unit Cost In Minutes	Percent of Resources	Service Percent	Plcmt */ equi /. pos. Time ladders -direct plcmnt time only-
1	N/A	0.1	N/A	44.9
[illegible]B	N/A	1.0	N/A	43.0
[illegible]C	N/A	3.3	N/A	55.2
[illegible]	N/A			35.6
			N/A	
[illegible]	N/A	0.6	N/A	28.6
2B	N/A	2.0	N/A	6.7
[illegible]	N/A	4.0	N/A	45.8
3B	N/A	0.4	N/A	35.6
4A	N/A	0.5	N/A	20.2
4B	N/A	.9	N/A	18.1
[illegible]	N/A	.8	N/A	21.1
4D	N/A	1.1	N/A	
[illegible]	N/A	1.8	N/A	55.1
5B	N/A	1.4	N/A	15.8
6A	N/A	1.2	N/A	35.2
6B	N/A	2.4	N/A	28.1

*ESARS Placements
Time Ladder Placement
Equivalent Positions

QUALITY ANALYSIS

ACTIVITY: COMMUNITY SERVICES

SUMMARY OF LO MANAGER

FORM C/XIII

	1	2	3	4	5	6	7	8	9	9a	10	10a				
	Regular Radio Bulletins ?	Regular TV Bulletins ?	Regular Newspaper Ads ?	CSR Regular Mailings ?	Commun. Speaking Req's. ?	Initiate Presentations ?	# Speaking Engagements ?	Rept'd on Manpower Council ?	Train Agencies in ES ?	# Past Year ?	Contact w/Labor Unions ?	# Past Month ?				
	Yes	Yes	Yes	Yes	Yes	Yes	#	Yes	Yes	#	Yes	#	% Yes	% Yes	% Yes	LO # NO. OF RETURNED
	N	N	N	Y	Y	Y	30	Y	Y	200+	Y	0				1A
	Y	Y	N	Y	Y	Y	3-4	Y	Y	6-8	Y					1B
	Y	Y	N	Y	Y	Y	4	Y	Y	50	N	-				1C
	N	N	N	N	N	N	-	Y	N	-	N	-				1D
	Y	N	N	Y	Y	N	5	Y	Y	45	Y	8-10				1E-X
																1F-X
																2A
	Y	N	N	Y	Y	Y	15	Y	Y	30	Y	0				2B
	Y	Y	Y	Y	Y	Y	100	Y			Y	3				3A
	Y	N	N	Y	Y	Y	10-15	N/A	N	-	Y	0				3B
	Y	-	-	-	Y	N	6-8	Y	Y	6-10	Y	0				4A
	N	N	Y	N	Y	N	4	Y	N	0	N	0				4B
	N	N	Y	N/A	Y	N	12	N	N	-	N	-				4C
	Y	Y	N	Y	Y	N	5	Y	N	-	N	-				4D
	Y	N	N	N	N	Y	2	N/A	Y	15	Y	2				4E-X
	Y	Y	N	Y	Y	Y	14	Y	Y	5	Y	2				5A
	Y	N	Y	Y	Y	Y	16	Y	N	-	N	-				5b
	N	Y	N	Y	Y	Y	-	Y	-	-	Y	5				6A
																6B

NON-PLACEMENT ACTIVITY (X)

Unit: Not Applicable
Service Percent: Not Applicable

LC #	Unit Cost In Minutes	Percent of Resources	Service Percent	Plcmts/* equi. pos. Time ladders -direct plcmnt time only-
1	N/A	40.6	N/A	44.9
1	N/A	52.0	N/A	43.0
1C	N/A	39.3	N/A	55.2
1D	N/A	47.4	N/A	35.6
1 X	N/A	28.7	N/A	
1-X	N/A	34.5	N/A	
2A	N/A	41.7	N/A	28.6
2	N/A	55.6	N/A	6.7
3	N/A	43.2	N/A	45.8
3	N/A	63.5	N/A	35.6
4	N/A	28.9	N/A	20.2
4B	N/A	36.6	N/A	18.1
4C	N/A	45.0	N/A	21.1
4 X	N/A	41.4	N/A	
4-X	N/A	23.1	N/A	
5	N/A	45.7	N/A	55.1
5	N/A	60.1	N/A	15.8
6	N/A	47.6	N/A	35.2
6B	N/A	45.3	N/A	28.1

*ESARS Placements
Time Ladder Placement
Equivalent Positions

APPENDIX A

Example Balanced Placement Formula Tables

1. FY 1975 BPF
2. FY 1976 BPF

TABLE 1A

U.S. DEPARTMENT OF LABOR • Manpower Administration

BALANCED PLACEMENT FORMULA FOR ALLOCATION OF FY 1975 ES TITLE III FUNDS

PLACEMENT SERVICES

QUANTITATIVE DATA WORKSHEET

A. PERFORMANCE IN RELATION TO PLAN

ITEM	PERFORMANCE IN RELATION TO PLAN				% FOR BUDGET ALLOCATION		
	Planned	Actual	% Achievement Col. 2 as % of Col. 1	National Average Achievement	Credit Index Ratio Col. 3 to Col. 4.	Budget Weight %	Adjusted Budget Weight % Col. 5 x Col. 6
	1	2	3	4	5	6	7
1. No. of Individuals Placed (Ag. & Non-Ag. Except Mass)							
a. FY 1973	66900	74800					
b. FY 1974 (1st quarter)	21000	27300					
c. TOTAL 1973 + 1974	87900	102100	116.15	96.09	120.88	10%	12.09
2. No. of Placement Transactions (Ag. & Non-Ag. Except Mass)							
a. FY 1973	119000	101800					
b. FY 1974 (1st quarter)	24900	33700					
c. TOTAL 1973 + 1974	143900	135500	93.47	83.91	111.39	5%	5.57
TOTAL						15%	17.66

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TABLE 18

U.S. DEPARTMENT OF LABOR • Manpower Administration

BALANCED PLACEMENT FORMULA FOR ALLOCATION OF FY 1975 ES TITLE III FUNDS

PLACEMENT SERVICES

QUANTITATIVE DATA WORKSHEET

B. PRODUCTIVITY

ITEM	PLACEMENT PERFORMANCE PER MAN YEAR				% FOR BUDGET ALLOCATION		
	Placement Performance	ES Grants Positions Paid	Performance per Manyear Col. 1 ÷ by Col 2	National Average Performance	Credit Index Ratio Col. 3 to Col. 4	Budget Weight %	Adjusted Budget Weight % Col. 5 x Col. 6
	1	2	3	4	5	6	7
1. No. of Individuals Placed (Ag. & Non-Ag. Except Mass)							
a. FY 1973	74800	477.5					
b. FY 1974 (1st quarter)	27300	120.2					
c. Total 1973 + 1974	102100	597.7	170.82	132.47	128.95	10%	12.90
2. No. Placement Transactions (Ag. & Non-Ag. Except Mass)							
a. FY 1973	101800	477.5					
b. FY 1974 (1st quarter)	33700	120.2					
c. Total 1973 + 1974	135500	597.7	226.03	222.07	101.33	5%	5.07
TOTAL						15%	17.97

U.S. DEPARTMENT OF LABOR • Manpower Administration

TABLE 1

BALANCED PLACEMENT FORMULA FOR ALLOCATION OF FY 1975 ES TITLE III FUNDS

PLACEMENT SERVICES

QUALITATIVE DATA WORKSHEET

A. TYPES OF INDIVIDUALS PLACED

ITEM	TARGET GROUPS PLACED AND PERCENTAGE OF NEW APPLICANTS & RENEWALS						% FOR BUDGET ALLOCATIO		
	Number of Individuals Placed (FY 1973 + 1st quarter FY 1974)	Number of New Applicants & Renewals	% Accomplishment Col. 1 as % of Col. 2	Weight	% Accomplishment x Weight Col. 3 x Col. 4	National Average	Credit Index Col. 5 as % of Col. 6	Budget Weight	Adj. Bud. Wei. Col. 7 x
	1		3	4	5	6	7	8	9
Types of Individuals Placed (Ag. & Non-Ag. Except Mass)									
1. Veterans	13900	55900	24.87	4	99.48				
2. Minority	45000	195400	23.03	3	69.09				
3. Poor	31700	146800	21.59	3	64.77				
4. Handicapped	2900	14000	20.71	3	62.13				
5. UI Claimants	11500	80200	14.34	3	43.02				
6. Youths (under 22)	47500	185900	25.50	2	51.00				
7. Older Workers (45 & over)	9800	60600	16.17	2	32.34				
TOTAL					421.83	50021	84.31	15%	12..

U.S. DEPARTMENT OF LABOR • Manpower Administration

TABLE

BALANCED PLACEMENT FORMULA FOR ALLOCATION OF FY 1975 ES TITLE III FUNDS

PLACEMENT SERVICES
QUALITATIVE DATA WORKSHEET

B. TYPES OF JOBS

ITEM	No. of Individuals Placed (FY 1973 & 1st quarter FY 1974)	% Distribution of Individuals Placed	Weight	% x Weight (Col. 2 x Col. 3)	National Average	% FOR BUDGET ALLOCATION: Credit Index (Col. 4 as % of Col. 5)	Budget Weight	Adjusted Budget Weight (Col. 6 x Col. 7)
	1	2	3	4	5	6	7	8
1. DURATION								
a. Less than 4 days	9300	8.50	1	8.50				
b. 4 - 150 days	23 00	21.53	2	43.06				
c. Over 150	75700	69.96	3	209.88				
Total	108300			261.44	255.85	102.18	5%	5.11
2. SKILL LEVEL								
a. Group I	3000	2.73	4	10.92				
b. Group II	27900	25.36	3	76.08				
c. Group III	25200	22.91	3	68.73				
d. Group IV	21300	19.36	3	58.08				
e. Group V	26100	23.73	2	47.46				
f. Group VI	6500	5.91	1	5.91				
Total	110000			267.18	274.30	97.41	5%	4.87
3. WAGES								
a. Under $1.60	10400	9.34	1	9.34				
b. $1.60 - $2.49	87900	78.90	2	157.80				
c. $2.50 and over	13100	11.76	3	35.28				
Total	111400			202.42	220.56	93.14	5%	4.66
GRAND TOTAL								

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TABLE 5

U.S. DEPARTMENT OF LABOR • Manpower Administration

BALANCED PLACEMENT FORMULA FOR ALLOCATION OF FY 1975 ES TITLE III FUNDS

ADJUSTMENT OF PLACEMENT PERFORMANCE FOR UNEMPLOYMENT RATE

1. BUDGET WEIGHTS (Tables 1A, 1B, 2A, 2B)	
a. Adjusted Budget Weight, Table 1A, Col. 7 (Performance in Relation to Plan)	17.66
b. Adjusted Budget Weight, Table 1B, Col. 7 (Productivity)	12.97
c. Adjusted Budget Weight, Table 2A, Col. 9 (Types of Individuals Placed)	12.65
d. Adjusted Budget Weight, Table 2B, Col. 8 (Types of Jobs)	14.64
e. TOTAL Adjusted Budget Weights, Placement Services	62.92

2. ADJUSTMENT FOR UNEMPLOYMENT RATE	
a. State Rate Calendar 1973	4.2
b. National Rate Calendar 1973 No Adjustment Range 4.4 thru 5.4	4.9%
c. Appropriate Adjustment to Item 1e. (See Item 4 below)	98%

3. Placement Services Budget Weight, Adjusted for Unemployment (% in Item 2c, applied to Item 1e)	61.66

4. TABLE ON UNEMPLOYMENT ADJUSTMENT

a. State Rate Equal to National Average ± 0.5 percentage points = 100--No adjustment for States in this range.

b. Rate Above Range in Item 4a=100 percent plus 1% for each 1/10 percentage point that State rate is above top of range, up to maximum of 110 percent. Enter as Item 2c above.

c. Rate Below Range in Item 4a=100 percent minus 1% for each 1/10 percentage point below bottom of range, with a floor of 55%. Enter as Item 2c above.

$\begin{array}{r} 4.4 \\ 4.2 \\ \hline 2\% \end{array}$ $\begin{array}{r} 100 \\ -2 \\ \hline 98 \end{array}$

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TABLE 4

U.S. DEPARTMENT OF LABOR • Manpower Administration

BALANCED PLACEMENT FORMULA FOR ALLOCATION OF FY 1975 ES TITLE III FUNDS

EMPLOYER SERVICES WORKSHEET

ITEM	PENETRATION AND EFFECTIVENESS			% FOR BUDGET ALLOCATIONS		
	Number	Percent (Item a as % Item b)	National Average %	Credit Index (Col. 2 as % of Col. 3)	Budget Weight %	Adjusted Budget Weight (Col. 4 x Col. 5)
	1	2	3	4	5	6
1. Penetration of Employment Market						
a. Job Openings Received (Non-Ag.) (FY 1973 + 1st quarter FY 1974)	304500					
b. Non-Ag. Wage and Salary Employment (9/73) (Less Govt. + Constr.)	902300					
c. Item a as Percent of Item b (x 100)		22.66	23.50	96.43	7%	6.75
2. Effectiveness in Filling Jobs						
a. Job Openings Filled (Non-Ag.) (FY 1973 + 1st quarter FY 1974)	133500					
b. Job Openings Received (Non-Ag.) (FY 1973 + 1st quarter FY 1974)	304500					
c. Item a as Percent of Item b		64.79	57.85	108.25	8%	8.66
TOTAL					15%	15.41

TABLE 8

U.S. DEPARTMENT OF LABOR • Manpower Administration

BALANCED PLACEMENT FORMULA FOR ALLOCATION OF FY 1975 ES TITLE III FUNDS

EMPLOYMENT REGISTRANTS WORKSHEET*

ITEM	Number	Percent	National Average %	Credit Index (Col. 2 as % of Col. 3)	Budget Weight %	Adjusted Budget Weight (Col. 4 x Col. 5)
	1	2	3	4	5	6
A. TESTING (FY 1973 + 1st Quarter FY 1974)						
1. Aptitude Testing (GATB & NATB)						
a. Individuals Tested	9231					
b. Individuals Counseled	26478					
c. Item a as % of Item b		34.86	44.53	78.28	3%	2.35
2. Performance & Selection Testing (incl. SATB)						
a. Individuals Tested	30515					
b. Job Openings Received	204500					
c. Item a as % of Item b		14.92	13.01	114.68	2%	2.29
Total Testing					5%	4.64
B. COUNSELING					7%	7
C. JOB INFORMATION SERVICE					3%	3
D. LABOR MARKET INFORMATION					5%	5
E. OCCUP. ANALYSIS & OTHER TECHNICAL SERVICES					5%	5
TOTAL					25%	24.64

*All items except testing will be kept in hold-fast positions shown until appropriate ratios for adjustment can be devised.

SAMPLE

U.S. DEPARTMENT OF LABOR • Manpower Administration

BALANCED PLACEMENT FORMULA FOR ALLOCATION OF FY 1976 ES TITLE III FUNDS

QUANTITATIVE WORKSHEET

TABLE I QUANTITATIVE FACTORS

	1	2	3	4	5	6	7	8
1A. PRODUCTIVITY *(Agric. & Nonagric. except State)*	PLACEMENT PERFORMANCE	ES MANYEARS WORKED	PERFORMANCE PER MANYEAR Col. 1 ÷ Col. 2	NATIONAL AVERAGE	CREDIT INDEX Col. 3 ÷ Col. 4	BUDGET WEIGHT	ADJUSTED BUDGET WEIGHT	TOTAL
1. INDIVIDUALS PLACED								
FY 1974	85,030	480.00	177.146	139.178	127.280			
FY 1975	49,900	266.30	187.271	167.764	111.627			
				AVERAGE CREDIT INDEX	119.453	20%	23.891	
2. PLACEMENT TRANSACTIONS								
FY 1974	112,000	480.00	233.333	284.261	82.084			
FY 1975	59,500	266.30	223.432	237.714	93.992			
				AVERAGE CREDIT INDEX	88.038	10%	8.804	
				PRODUCTIVITY SUBTOTAL		30%		32.695

	NEW APPLICANTS AND RENEWALS	NUMBER UNEMPLOYED	PERCENT ACCOMPLISHED Col. 1 ÷ Col. 2	NATIONAL AVERAGE	CREDIT INDEX Col. 3 ÷ Col. 4	BUDGET WEIGHT	ADJUSTED BUDGET WEIGHT	TOTAL
1B. EFFECTIVENESS IN PLACING APPLICANTS								
1. APPLICANTS SERVED								
FY 1974	301,837	268,960	104.456	80.118	130.378			
FY 1975	221,005	221,000	100.002	81.162	123.213			
				AVERAGE CREDIT INDEX	126.795	7%	8.876	

	INDIVIDUALS PLACED	NEW APPLICANTS AND RENEWALS	PERCENT ACCOMPLISHED Col. 1 ÷ Col. 2	NATIONAL AVERAGE	CREDIT INDEX Col. 3 ÷ Col. 4	BUDGET WEIGHT	ADJUSTED BUDGET WEIGHT	TOTAL
2. PLACEMENT RATE								
FY 1974	85,030	301,837	28.171	26.619	105.330			
FY 1975	49,900	221,005	22.579	25.551	88.368			
				AVERAGE CREDIT INDEX	97.099	8%	7.768	
				PLACEMENT SUBTOTAL		15%		16.644

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2. FY 1976 BPF

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U.S. DEPARTMENT OF LABOR • Manpower Administration

TABLE 1 QUANTITATIVE FACTORS

BALANCE PLACEMENT FORMULA FOR ALLOCATION OF FY 1976 ES TITLE III FUNDS

QUANTITATIVE WORKSHEET

1C. EFFECTIVENESS IN FILLING JOBS	1 OPENINGS RECEIVED	2 NONAGRIC. EMPLOYMENT	3 PERCENT ACCOMPLISHED Col. 1 ÷ Col. 2	4 NATIONAL AVERAGE	5 CREDIT INDEX Col. 3 ÷ Col. 4	6 BUDGET WEIGHT	7 ADJUSTED BUDGET WEIGHT	8 TOTAL
1a. NONAGRIC. PENETRATION								
FY 1974	189,975	2,000,900	9.494	9.979	95.140			
FY 1975	93,021	2,051,800	4.534	4.325	104.832			
				AVERAGE CREDIT INDEX	99.986	5%	4.999	
1b. NONAGRIC. FILL RATE	OPENINGS FILLED	OPENINGS RECEIVED	PERCENT ACCOMPLISHED Col. 1 ÷ Col. 2	NATIONAL AVERAGE	CREDIT INDEX Col. 3 — Col. 4	BUDGET WEIGHT	ADJUSTED BUDGET WEIGHT	
FY 1974	114,901	189,975	60.482	62.347	97.006			
FY 1975	59,997	93,021	64.498	68.104	94.705			
				AVERAGE CREDIT INDEX	95.855	6%	5.751	
2. AGRICULTURAL FILL RATE								
	OPENINGS FILLED 150 Days or Less	OPENINGS RECEIVED 150 Days or Less	PERCENT ACCOMPLISHED Col. 1 ÷ Col. 2	NATIONAL AVERAGE	CREDIT INDEX Col. 3 — Col. 4	BUDGET WEIGHT	ADJUSTED BUDGET WEIGHT	
FY 1974	1,306	1,413	92.427	96.155	96.123			
FY 1975	675	698	96.705	96.357	100.361			
				AVERAGE CREDIT INDEX	98.242	4%	3.930	
					JOB OPENINGS SUBTOTAL	10		14.680
					TABLE 1 QUANTITATIVE TOTAL	60%		64.019

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U.S. DEPARTMENT OF LABOR • Manpower Administration

BALANCED PLACEMENT FORMULA FOR ALLOCATION OF FY 1976 ES TITLE III FUNDS

QUANTITATIVE WORKSHEET

TABLE II
QUALITATIVE FACTORS

IIA. TYPES OF INDIVIDUALS PLACED (Agric. & Nonagric. except Musc)		1 INDIVIDUALS PLACED	2 NEW APPS. AND RENEWALS	3 PERCENT ACCOMPLISHED Col. 1 ÷ Col. 2	4 NATIONAL AVERAGE	5 CREDIT INDEX Col. 3 ÷ Col. 4	6 AVERAGE CREDIT INDEX	7 POLICY WEIGHT	8 POLICY WEIGHTED CREDIT INDEX Col. 6 x Col. 7	9 BUDGET WEIGHT	10 ADJUSTED BUDGET WEIGHT
1. TARGET GROUPS											
a. VETERANS	FY 1974	14,503	58,000	25.001	27.329	91.482					
	FY 1975	7,507	40,000	18.767	23.821	78.763	85.132	5	425.660		
b. MINORITY	FY 1974	16,157	50,300	32.121	32.724	98.157					
	FY 1975	7,613	30,715	24.786	29.678	83.516	90.836	3	272.508		
c. POOR	FY 1974	9,751	24,633	39.589	37.309	106.111					
	FY 1975	5,309	15,777	33.650	34.567	97.347	101.729	3	305.187		
d. UI CLAIM	FY 1974	15,703	104,251	15.063	14.827	101.592					
	FY 1975	1,250	11,703	10.681	10.498	101.743	101.667	3	305.001		
e. MIGRANTS	FY 1975	387	863	44.843	45.790	97.932	97.932	3	293.796		
f. WOMEN	FY 1974	34,903	133,706	26.104	25.414	102.715					
	FY 1975	21,005	93,797	22.394	25.452	87.985	95.350	3	286.050		
g. HANDICAPPED	FY 1974	3,459	13,490	25.641	27.954	91.726					
	FY 1975	1,787	9,246	19.327	23.636	81.769	86.747	3	260.241		
h. OLDER WKR.	FY 1974	7,299	49,903	14.626	17.718	82.549					
	FY 1975	4,101	31,005	13.227	18.252	72.469	77.509	3	232.527		
i. YOUTH	FY 1974	43,577	108,465	50.176	33.701	119.213					
	FY 1975	27,631	83,527	33.080	33.910	97.552	108.382	2	216.764		
TOTAL CREDIT INDEX: TARGET GROUPS									2,597.734		
CORRECTED CREDIT INDEX: TOTAL X CORRECTION FACTOR 1/28									92.776	20%	18.555

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U.S. DEPARTMENT OF LABOR • Manpower Administration

BALANCED PLACEMENT FORMULA FOR ALLOCATION OF FY 1976
ES TITLE III FUNDS
QUALITATIVE WORKSHEET

TABLE II QUALITATIVE FACTORS	1	2	3	4	5	6	7	8	9	10
IIA. TYPES OF INDIVIDUALS PLACED (Agric. & Nonagric. except Migs.)	INDIVIDUALS COUNSELED	NEW APPS. AND RENEWALS	PERCENT ACCOMPLISHED Col. 1 ÷ Col. 2	NATIONAL AVERAGE	CREDIT INDEX Col. 3 ÷ Col. 4	AVERAGE CREDIT INDEX	BUDGET WEIGHT	ADJUSTED BUDGET WEIGHT	TOTAL BUDGET WEIGHT	TOTAL
2. COUNSELED APPLICANTS										
a. INDIVIDUALS COUNSELED										
FY 1974	11,749	301,837	3.892	5.752	67.675					
FY 1975	7,206	221,005	3.261	4.896	66.054	66.864	2%	1.337		
b. PLACED AFTER COUNSELING	NUMBER PLACED	NUMBER COUNSELED	PERCENT ACCOMPLISHED Col. 1 ÷ Col. 2	NATIONAL AVERAGE	CREDIT INDEX Col. 3 ÷ Col. 4	AVERAGE CREDIT INDEX	BUDGET WEIGHT	ADJUSTED BUDGET WEIGHT	TOTAL BUDGET WEIGHT	
FY 1974	2,749	11,749	23.398	23.076	101.395					
FY 1975	1,641	7,206	22.773	20.841	109.270	105.332	3%	3.150		
COUNSELED SUBTOTAL							5%	4.497		
TABLE IIA TYPES OF APPLICANTS: TOTAL BUDGET WEIGHT .									25%	23.052

U.S. DEPARTMENT OF LABOR • Manpower Administration

TABLE II
QUALITATIVE FACTORS

BALANCED PLACEMENT FORMULA FOR ALLOCATION OF FY 1976 ES TITLE III FUNDS

QUALITATIVE WORKSHEET

IIB. TYPES OF JOBS FILLED (PART I)	1 OPENINGS FILLED	2 OPENINGS RECEIVED	3 PERCENT ACCOMPLISHED Col. 1 ÷ Col. 2	4 NATIONAL AVERAGE	5 CREDIT INDEX Col. 3 ÷ Col. 4	6 AVERAGE CREDIT INDEX	7 POLICY WEIGHT	8 POLICY WEIGHTED CREDIT INDEX	9 BUDGET WEIGHT	10 ADJUSTED BUDGET WEIGHT
1. DURATION 1 - 3 Days FY 1974	14,298	15,908	89.900	95.012	94.618					
FY 1975	6,479	7,201	89.974	95.277	94.434	94.531	1	94.531		
4 - 150 Days FY 1974	27,003	43,009	62.785	78.159	80.330					
FY 1975	19,899	28,989	68.643	84.832	80.956	80.623	3	241.869		
Over 150 Days FY 1974	73,979	132,006	56.042	53.142	105.457					
FY 1975	35,000	56,475	61.974	59.211	104.666	105.061	5	525.305		
TOTAL CREDIT INDEX FOR DURATION								861.705		
CORRECTED CREDIT INDEX: TOTAL X CORRECTION FACTOR 1/9								95.745	5%	4.787
2. WAGES Under $2.50 FY 1974	72,607	111,215	65.285	71.274	91.597					
Under $2.50 FY 1975	36,283	54,317	66.799	77.419	86.282	88.939	1	88.939		
$2.50 - 3.39 FY 1974	27,477	43,931	62.546	60.329	103.674					
2.50 - 3.49 FY 1975	13,543	21,009	64.463	70.670	91.217	97.445	3	292.335		
$3.40 & Over FY 1974	13,407	25,141	53.327	52.451	101.670					
3.50 & Over FY 1975	7,449	11,803	63.111	68.186	108.462	105.066	5	525.330		
TOTAL CREDIT INDEX FOR WAGES								906.604		
CORRECTED CREDIT INDEX: TOTAL X CORRECTION FACTOR 1/9								100.734	5%	5.037

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U.S. DEPARTMENT OF LABOR • Manpower Administration

TABLE II
QUALITATIVE FACTORS

BALANCED PLACEMENT FORMULA FOR ALLOCATION OF FY 1976 ES TITLE III FUNDS

QUALITATIVE WORKSHEET

IIB. TYPES OF JOBS FILLED (PART 2)		1 OPENINGS FILLED	2 OPENINGS RECEIVED	3 PERCENT ACCOMPLISHED Col. 1 ÷ Col. 2	4 NATIONAL AVERAGE	5 CREDIT INDEX Col. 3 ÷ Col. 4	6 AVERAGE CREDIT INDEX	7 POLICY WEIGHT	8 POLICY WEIGHTED CREDIT INDEX	9 BUDGET WEIGHT	10 ADJUSTED BUDGET WEIGHT
3. OCCUPATIONAL LEVEL:	I FY 1974	2,397	6,895	34.764	47.786	72.750					
	FY 1975	1,187	3,201	37.082	50.851	72.921	72.835	5	364.175		
	II FY 1974	34,107	61,976	55.033	55.132	99.820					
	FY 1975	17,509	29,989	58.384	60.271	96.869	98.344	3	295.032		
	III FY 1974	24,472	36,467	67.107	60.168	111.533					
	FY 1975	11,379	15,337	74.193	68.428	108.425	109.980	3	329.940		
	IV FY 1974	13,581	23,534	57.708	64.529	89.430					
	FY 1975	7,103	10,618	66.896	72.684	92.037	90.733	3	272.199		
	V FY 1974	33,437	50.995	65.569	88.465	74.119					
	FY 1975	20,689	29,347	70.498	91.518	77.032	75.575	2	151.150		
	VI FY 1974	8,701	12,927	67.309	79.808	84.339					
	FY 1975	3,827	5,601	68.327	84.080	81.264	82.801	1	82.801		
						TOTAL CREDIT INDEX — SKILL LEVEL			1,495.297		
						CORRECTED CREDIT INDEX — TOTAL X CORRECTION FACTOR 1/17			87.959	5%	4.398
TABLE IIB TYPES OF JOBS TOTAL BUDGET WEIGHT (PART 1 & 2)										15%	14.222
QUALITATIVE TOTAL										40%	37.272
TOTAL QUANTITATIVE AND QUALITATIVE										100%	100.091

APPENDIX B

Arithmetic Statement of FY 1976 BPF

Appendix B.1

Arithmetic Statement of the FY76 BPF:

Notation and Abbreviations (in order of appearance)

Subscripts: i -Indicates i-th state. Absence indicates national total.
j -Indicates j-th performance indicator.

Superscripts: 74-Indicates data for FY74.
75-Indicates data for first half of FY75.
76-Indicates FY76.

MYP - Manyears Paid
PS - Summary Performance Score
PI - Performance Indicator
NA - National Average
PW - Policy Weight (Integer equal to 1 unless otherwise stated)
CF - Correction Factor (Integer)
BW - Budget Weight (Decimal)

IP - Individuals Placed
MYW - Manyears Worked
P - Placement Transactions

AR - New Applicants and Renewals
U - Number of Individuals Unemployed

Nonag - Nonagricultural
Ag - Agricultural
Emp - Average Employment
OR - Openings Received
OF - Opneings Filled

Vet - Veterans
Min - Minority
Poor - Poor
UI - UI Claimants
Mig - Migrants
Wmn - Women
Hdcp - Handicapped
OW - Older Workers
Yth - Youth

IC - Individuals Counseled
IPC - Individuals Placed after Counseling

D1 - Duration -13 days
D2 - Duration 4-150 days
D3 - Duration over 150 days

W1 - Wage Rate under 2.50
W2 - FY74 Wage Rate 2.50-3.39
FY75 Wage Rate 2.50-3.49
W3 - FY74 Wage Rate 3.40 and over
FY75 Wage Rate 3.50 and over

01 - Occupational Group I
02 - Occupational Group II
03 - Occupational Group III
04 - Occupational Group IV
05 - Occupational Group V
06 - Occupational Group VI

Appendix B.2

Arithmetic Statement of the FY76 BPF Allocation Procedure:

$$MYP_i^{76} = \left\{\left[1 + .4\ (1-PS_i)\right] MYP_i^{75} + 1242.37\ \frac{U_i}{U}\right\} .8$$

Generalized Arithmetic Statement of FY76 BPF:

$$PS_i = \left[\frac{\frac{PI_{ij}^{74}}{NA_j^{74}} + \frac{PI_{ij}^{75}}{NA^{75}}}{2}\right] \frac{PW_j}{CF_j}\ BW_j$$

Detailed Arithmetic Statement of FY76 BPF: Computation of Summary Performance Score (PS)

$$
\left\{
\begin{array}{l}
\text{I.A. Placement Productivity} \\
\left(\dfrac{\dfrac{IP_i^{74}/MYW_i^{74}}{IP^{74}/MYW^{74}} + \dfrac{IP_i^{75}/MYW_i^{75}}{IP^{75}/MYW^{75}}}{2}\right).20 + \left(\dfrac{\dfrac{P_i^{74}/MYW_i^{74}}{P^{74}/MYW^{74}} + \dfrac{P_i^{75}/MYW_i^{75}}{P^{75}/MYW^{75}}}{2}\right).10 \\
\text{I.B.1 Applicants Served} \\
+ \left(\dfrac{\dfrac{AR_i^{74}/U_i^{74}}{AR^{74}/U^{74}} + \dfrac{AR_i^{75}/U_i^{75}}{AR^{75}/U^{75}}}{2}\right).07 \\
\text{I.B.2 Placement Rate} \\
+ \left(\dfrac{\dfrac{IP_i^{74}/AR_i^{74}}{IP^{74}/AR^{74}} + \dfrac{IP_i^{75}/AR_i^{75}}{IP^{75}/AR^{75}}}{2}\right).08 \\
\text{I.C.1.a. Nonag Penetration} \\
+ \left(\dfrac{\dfrac{\text{Nonag OR}_i^{74}/\text{Nonag Emp}_i^{74}}{\text{Nonag OR}^{74}/\text{Nonag Emp}^{74}} + \dfrac{\text{Nonag OR}_i^{75}/\text{Nonag Emp}_i^{75}}{\text{Nonag OR}^{75}/\text{Nonag Emp}^{75}}}{2}\right).05 \\
\text{I.C.1.b. Nonag Fill Rate} \\
+ \left(\dfrac{\dfrac{\text{Nonag OF}_i^{74}/\text{Nonag OR}_i^{74}}{\text{Nonag OF}^{74}/\text{Nonag OR}^{74}} + \dfrac{\text{Nonag OF}_i^{75}/\text{Nonag OR}_i^{75}}{\text{Nonag OF}^{75}/\text{Nonag OR}^{75}}}{2}\right).06 \\
\text{I.C.2 Ag Fill Rate} \\
+ \left(\dfrac{\dfrac{\text{Ag OF}_i^{74}/\text{Ag OR}_i^{74}}{\text{Ag OF}^{74}/\text{Ag OR}^{74}} + \dfrac{\text{Ag OF}_i^{75}/\text{Ag OR}_i^{75}}{\text{Ag OF}^{75}/\text{Ag OR}^{75}}}{2}\right).04
\end{array}
$$

$$
\left[
\begin{array}{l}
\text{II.A.1 Target Groups (Placement Rate)} \\
\left(\dfrac{\dfrac{\text{Vet IP}_i^{74}/\text{Vet AR}_i^{74}}{\text{Vet IP}^{74}/\text{Vet AR}^{74}} + \dfrac{\text{Vet IP}_i^{75}/\text{Vet AR}_i^{75}}{\text{Vet IP}^{75}/\text{Vet AR}^{75}}}{2}\right)5 + \left(\dfrac{\dfrac{\text{MinIP}_i^{74}/\text{MinAR}_i^{74}}{\text{MinIP}^{74}/\text{MinAR}^{74}} + \dfrac{\text{MinIP}_i^{75}/\text{MinAR}_i^{75}}{\text{MinIP}^{75}/\text{MinAR}^{75}}}{2}\right)3 + \left(\dfrac{\dfrac{\text{PoorIP}_i^{74}/\text{PoorAR}_i^{74}}{\text{PoorIP}^{74}/\text{PoorAR}^{74}} + \dfrac{\text{PoorIP}_i^{75}/\text{PoorAR}_i^{75}}{\text{PoorIP}^{75}/\text{PoorAR}^{75}}}{2}\right)3 \\
\left(\dfrac{\dfrac{\text{UI IP}_i^{74}/\text{UI AR}_i^{74}}{\text{UI IP}^{74}/\text{UI AR}^{74}} + \dfrac{\text{UI IP}_i^{75}/\text{UI AR}_i^{75}}{\text{UI IP}^{75}/\text{UI AR}^{75}}}{2}\right)3 + \left(\dfrac{\text{Mig IP}_i^{75}/\text{Mig AR}_i^{75}}{\text{Mig IP}^{75}/\text{Mig AR}^{75}}\right)3 + \left(\dfrac{\dfrac{\text{Wmn IP}_i^{74}/\text{Wmn AR}_i^{74}}{\text{Wmn IP}^{74}/\text{Wmn AR}^{74}} + \dfrac{\text{Wmn IP}_i^{75}/\text{Wmn AR}_i^{75}}{\text{Wmn IP}^{75}/\text{Wmn AR}^{75}}}{2}\right)3 \\
\left(\dfrac{\dfrac{\text{Hdcp IP}_i^{74}/\text{Hdcp AR}_i^{74}}{\text{Hdcp IP}^{74}/\text{Hdcp AR}^{74}} + \dfrac{\text{Hdcp IP}_i^{75}/\text{Hdcp AR}_i^{75}}{\text{Hdcp IP}^{75}/\text{Hdcp AR}^{75}}}{2}\right)3 + \left(\dfrac{\dfrac{\text{OWIP}_i^{74}/\text{OWAR}_i^{74}}{\text{OWIP}^{74}/\text{OWAR}^{74}} + \dfrac{\text{OWIP}_i^{75}/\text{OWAR}_i^{75}}{\text{OWIP}^{75}/\text{OWAR}^{75}}}{2}\right)3 + \left(\dfrac{\dfrac{\text{YthIP}_i^{74}/\text{YthAR}_i^{74}}{\text{YthIP}^{74}/\text{YthAR}^{74}} + \dfrac{\text{YthIP}_i^{75}/\text{YthAR}_i^{75}}{\text{YthIP}^{75}/\text{YthAR}^{75}}}{2}\right)3
\end{array}
\right]\frac{.20}{28}
$$

$$
\begin{array}{l}
\text{II.A.2 Counseled Applicants} \\
+ \left(\dfrac{\dfrac{IC_i^{74}/AR_i^{74}}{IC^{74}/AR^{74}} + \dfrac{IC_i^{75}/AR_i^{75}}{IC^{75}/AR^{75}}}{2}\right).02 + \left(\dfrac{\dfrac{IPC_i^{74}/IC_i^{74}}{IPC^{74}/IC^{74}} + \dfrac{IPC_i^{75}/IC_i^{75}}{IPC^{75}/IC^{75}}}{2}\right).03
\end{array}
$$

II.B.1 Types of Jobs Filled, By Duration;

$$\left[\left(\frac{D1OF_i^{74}/D1OR_i^{74}}{D1OF^{74}/D1OR^{74}} + \frac{D1OF_i^{75}/D1OR_i^{75}}{D1OF^{75}/D1OR^{75}}\right)1 + \left(\frac{D2OF_i^{74}/D2OR_i^{74}}{D2OF^{74}/D2OF^{74}} + \frac{D2OF_i^{75}/D2OR_i^{75}}{D2OF^{75}/D2OR^{75}}\right)3 + \left(\frac{D3OF_i^{74}/D3OR_i^{74}}{D3OF^{74}/D3OR^{74}} + \frac{D3OF_i^{75}/D3OR_i^{75}}{D3OF^{75}/D3OR^{75}}\right)5\right]\frac{.05}{9}$$

II.B.2 by Wage Rate;

$$\left[\left(\frac{W1OF_i^{74}/W1OR_i^{74}}{W1OF^{74}/W1OF^{74}} + \frac{W1OF_i^{75}/W1OR_i^{75}}{W1OF^{75}/W1OR^{75}}\right)1 + \left(\frac{W2OF_i^{74}/W2OR_i^{74}}{W2OF^{74}/W2OR^{74}} + \frac{W2OF_i^{75}/W2OR_i^{75}}{W2OF^{75}/W2OR^{75}}\right)3 + \left(\frac{W3OF_i^{74}/W3OR_i^{74}}{W3OF^{74}/W3OR^{74}} + \frac{W3OF_i^{75}/W3OR_i^{75}}{W3OF^{75}/W3OF^{75}}\right)5\right]\frac{.05}{9}$$

II.B.3 and by Occupation

$$\left[\left(\frac{O1OF_i^{74}/O1OR_i^{74}}{O1OF^{74}/O1OR^{74}} + \frac{O1OF_i^{75}/O1OR_i^{75}}{O1OF^{75}/O1OR^{75}}\right)5 + \left(\frac{O2OF_i^{74}/O2OR_i^{74}}{O2OF^{74}/O2OR^{74}} + \frac{O2OF_i^{75}/O2OR_i^{75}}{O2OF^{75}/O2OR^{75}}\right)3 + \left(\frac{O3OF_i^{74}/O3OR_i^{74}}{O3OF^{74}/O3OR^{74}} + \frac{O3OF_i^{75}/O3OR_i^{75}}{O3OF^{75}/O3OR^{75}}\right)3\right.$$

$$\left.\left(\frac{O4OF_i^{74}/O4OR_i^{74}}{O4OF^{74}/O4OR^{74}} + \frac{O4OF_i^{75}/O4OR_i^{75}}{O4OF^{75}/O4OR^{75}}\right)3 + \left(\frac{O5OF_i^{74}/O5OR_i^{74}}{O5OF^{74}/O5OR^{74}} + \frac{O5OF_i^{75}/O5OR_i^{75}}{O5OF^{75}/O5OR^{75}}\right)2 + \left(\frac{O6OF_i^{74}/O6OR_i^{74}}{O6OF^{74}/O6OR^{74}} + \frac{O6OF_i^{75}/O6OR_i^{75}}{O6OF^{75}/O6OR^{75}}\right)\right]\frac{.05}{17}\right\}$$

APPENDIX C

Appendix C.1

Multiple Regression of the Contribution of FY75 BPF Performance Factors to the Percent Change in Man-Year Allocation

		Coeff	F Ratio*	Order**
Individuals Placed, Percent of Plan (IP/Pln)		.071	31.55	8
Placements Transactions, Percent of Plan (P/Pln)		.0037	.06	4
Individuals Placed per Man Year (IP/MY)		.0297	15.99	1
Placements Transactions per Man Year (P/MY)		.0163	13.43	11
Percent of Target Groups Placed:				
Veterans	(V/VA&R)	.0234	.30	20
Minority	(M/MA&R)	.0690	4.21	7
Poor	(P/PA&R)	.0376	1.90	18
Handicapped	(H/HA&R)	.0417	1.51	6
UI Claimants	(UI/UIA&R)	.0625	2.95	14
Youth	(Y/YA&R)	.0685	4.18	13
Older Workers	(O/OA&R)	-.0337	.58	23
Percent of Individuals Placed by Type of Job:				
Duration:	Less than 4 days	.0199	.16	25
	4-150 days	***	***	-
	Over 150 days	.0380	5.36	15
Skill Level:	I	-.0055	.01	26
	II	.0304	1.19	16
	III	***	***	-
	IV	.0337	.94	21
	V	.0448	2.50	19
	VI	-.0693	.71	22
Wages:	Under $1.60	-.0312	2.41	10
	$1.60-2.49	***	***	-
	$2.50 and over	.0147	2.78	17
Penetration Rate		.0897	16.25	3
Percent of Openings Filled		.0429	4.13	2
Individuals Tested (GATB and NATB) as a Percent of Individuals Counseled		.0280	6.53	9
Individuals Tested (Other) as a Percent of Openings Received		.0496	6.63	12
Unemployment Rate		.7302	67.71	5
FY73 Man Years Paid		.0001	.25	24
Constant		-36.72		
Percent of Variance Explained		99.26		
Standard Error of Estimate		.5582		

* Must exceed 4.17 at the .05 level
** Order of inclusion in step-wise analysis
***F less than .0005

Appendix C.2

Multiple Regression of the Contribution of FY74 BPF Performance Factors to the Percent Change in Man-Year Allocation in the FY76 BPF

	Coeff	F Ratio	Order
Individuals Placed Per Man-Year (IP/MY)	.06005	.03149	6
Placement Transactions Per Man-Year (P/MY)	-.02981	.02546	1
Applicants Served (A&R/UNEMP)	.00970	.01298	16
Applicants Placed (IP/A&R)	.30954	.50746	2
Non-Agricultural Penetration	.46244	.16833	5
Non-Agricultural Fill Rate	-.21780	.22027	21
Agricultural Fill Rate	.10093	.04289	7
Veterans Placed	-.05638	.15140	27
Minority Placed	-.06166	.09130	18
Poor Placed	-.15466	.04275	4
U.I. Claimants Placed	.12816	.11200	11
Women Placed	-.10762	.29303	28
Handicapped Placed	.12800	.08671	9
Older Workers Placed	-.02775	.17557	30
Youths Placed	-.13705	.13266	8
Individuals Counseled	.11844	.14897	19
Placed After Counseling	-.03397	.04870	17
Duration 1-3 Days	.01033	.04183	26
Duration 4-150 Days	.02855	.04562	24
Duration Over 150 Days	.12103	.18032	22
Wages Under $2.50	.09178	.08759	14
Wages $2.50 - $3.39	.04667	.07158	23
Wages $3.40 & Over	.07737	.03760	12
Occupational Level I	.01478	.03543	20
Occupational Level II	.15336	.11812	3
Occupational Level III	-.07019	.08043	13
Occupational Level IV	-.00929	.07330	31
Occupational Level V	-.07532	.06216	10
Occupational Level VI	.00760	.04546	29

Constant = -47.15665

Percent of Variance Explained = 98.57

Appendix C.3

Multiple Regression of the Contribution of FY75 BPF Performance Factors to the Percent Change in Man-Year Allocation in the FY76 BPF

	Coeff	F Ratio	Order
Individuals Placed Per Man-Year (IP/MY)	.04456	3.8456	1
Placement Transactions Per Man-Year (P/MY)	.01737	1.1719	10
Applicants Served (A&R/UNEMP)	.01498	2.7103	11
Applicants Placed (IP/A&R)	.06575	.0162	29
Non-Agricultural Penetration	-.06739	.0481	21
Non-Agricultural Fill Rate	.07486	.21953	2
Veterans Placed	-.00558	.01542	20
Minority Placed	.06995	.24929	25
Poor Placed	.00997	.07811	28
U.I. Claimants Placed	.01683	.02661	17
Migrants Placed	.02693	.03655	7
Women Placed	.01740	.01145	8
Handicapped Placed	.02499	.25400	16
Older Workers Placed	.09996	.16621	3
Youths Placed	.10177	.14350	12
Individuals Counseled	-.06192	.12881	15
Placed After Counseling	.02250	.12140	27
Duration 1-3 Days	-.01859	.05645	19
Duration 4-150 Days	-.05086	.03320	13
Duration Over 150 Days	.06130	.04624	9
Wages Under $2.50	.05573	.15784	24
Wages $2.50 - $3.49	.05986	.07215	18
Wages $3.50 & Over	.01763	.06426	23
Occupational Level I	.02238	.04806	--
Occupational Level II	-.02980	.09488	4
Occupational Level III	-.04451	.04114	26
Occupational Level IV	.10684	.10107	14
Occupational Level V	-.02034	.03950	6
Occupational Level VI	-.08530	.04436	5

Constant = -41.83414

Percent of Variance Explained = 99.15

APPENDIX D

BPF Simulation Results

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Appendix D.1

Assume a 10 Percent Increase in
Placement Transactions per Man Year

SIMULATED PERCENT CHANGE IN MANYEARS - SIMULATION 1

ACTUAL PERCENT CHANGE IN MANYEARS		TOTAL	-9999. -25.	-25. -15.	-15. -10.	-10. -5.	-5. 0.	0. 5.	5. 10.	10. 15.	15. 25.	25. 9999.
	TOTAL	51		4	4	5	4	9	10	5	8	2
		100.00		7.84	7.84	9.80	7.84	17.65	19.61	9.80	15.69	3.92
	-9999. -25.											
	-25. -15.	8		4	4							
		15.69		50.00	50.00							
	-15. -10.	5				5						
		9.80				100.00						
	-10. -5.	4					4					
		7.84					100.00					
	-5. 0.	11						9	2			
		21.57						81.82	18.18			
	0. 5.	10							8	2		
		19.61							80.00	20.00		
	5. 10.	3								3		
		5.88								100.00		
	10. 15.	5									5	
		9.80									100.00	
	15. 25.	5									3	2
		9.80									60.00	40.00
	25. 9999.											

Table II — Assume a 10 Percent Upward Manipulation for Each Item in BPF Table 2B, Types of Jobs — Appendix D.2

SIMULATED PERCENT CHANGE IN MANYEARS - SIMULATION 2

ACTUAL PERCENT CHANGE IN MANYEARS		TOTAL	-9999. -25.	-25. -15.	-15. -10.	-10. -5.	-5. 0.	0. 5.	5. 10.	10. 15.	15. 25.	25. 9999.
	TOTAL	51 100.00		8 15.69	5 9.80	3 5.88	12 23.53	9 17.65	4 7.84	5 9.80	5 9.80	
	-9999. -25.											
	-25. -15.	8 15.69		8 100.00								
	-15. -10.	5 9.80			5 100.00							
	-10. -5.	4 7.84				3 75.00	1 25.00					
	-5. 0.	11 21.57					11 100.00					
	0. 5.	10 19.61						9 90.00	1 10.00			
	5. 10.	3 5.88							3 100.00			
	10. 15.	5 9.80								5 100.00		
	15. 25.	5 9.80									5 100.00	
	25. 9999.											

SIMULATED PERCENT CHANGE IN MANYEARS • SIMULATION 3

ACTUAL PERCENT CHANGE IN MANYEARS		TOTAL	-9999. -25.	-25. -15.	-15. -10.	-10. -5.	-5. 0.	0. 5.	5. 10.	10. 15.	15. 25.	25. 9999.
	TOTAL	51 100.00		8 15.69	5 9.80	6 11.76	7 13.73	10 19.61	7 13.73	2 3.92	6 11.76	
	-9999. -25.											
	-25. -15.	8 15.69		7 87.50	1 12.50							
	-15. -10.	5 9.80		1 20.00	3 60.00	1 20.00						
	-10. -5.	4 7.84			1 25.00	2 50.00	1 25.00					
	-5. 0.	11 21.57				3 27.27	5 45.45	3 27.27				
	0. 5.	10 19.61					1 10.00	6 60.00	3 30.00			
	5. 10.	3 5.88						1 33.33	1 33.33	1 33.33		
	10. 15.	5 9.80							3 60.00	1 20.00	1 20.00	
	15. 25.	5 9.80									5 100.00	
	25. 9999.											

...BALANCED PLACEMENT FORMULA- SUMMARY REPORT: MANYEARS...

	FY75			FY76 REPLICATION			FY76 ALTERNATE A			FY76 ALTERNATE B			FY76 ALTERNATE C		
	%CHG	MYRS	%NATL	%CHG	MYRS	%NATL	%CHG	MYRS	%NATL	%CHG	MYRS	%NATL	%CHG	MYRS	%NATL
01CT	-13.64	372.16	1.43	-15.09	282.23	1.23	-26.82	245.85	1.08	-25.74	249.48	1.09	-27.52	243.49	1.08
01MA	-7.69	556.16	2.03	-3.40	473.44	2.07	-15.84	412.83	1.81	-17.75	403.43	1.77	-18.43	400.13	1.78
01ME	7.25	151.62	.58	3.26	131.00	.57	4.63	132.72	.58	4.94	133.10	.58	-2.80	123.29	.55
01NH	-8.65	90.16	.32	-12.73	66.18	.30	-11.89	68.81	.30	-11.44	69.16	.30	-12.24	68.54	.30
01RI	-3.21	143.93	.51	-2.21	117.53	.51	-13.13	104.41	.46	-10.48	107.60	.47	-19.30	96.99	.43
01VT	3.56	56.47	.21	4.56	72.36	.32	5.74	73.11	.32	6.54	73.66	.32	-1.69	67.97	.30
02NJ	-14.64	699.02	2.50	-16.74	527.57	2.30	-24.67	477.31	2.09	-22.01	494.20	2.17	-27.31	460.58	2.04
02NY	-9.14	2757.53	9.85	-11.32	2112.95	9.21	-20.09	1916.91	8.41	-18.39	1957.61	8.58	-26.92	1753.07	7.78
02PR	13.85	294.60	1.05	15.74	255.38	1.11	20.43	245.73	1.17	13.67	251.26	1.10	37.13	302.58	1.34
03DC	11.86	245.75	.88	34.35	250.29	1.09	9.66	204.28	.90	11.48	207.68	.91	-2.77	181.14	.80
03DE	-18.76	49.88	.18	-4.58	42.80	.19	-24.62	35.29	.15	-23.93	35.62	.16	-31.16	32.23	.14
03MD	-15.61	261.62	.93	-14.01	206.51	.90	-11.70	211.04	.93	-11.52	211.48	.93	-11.75	210.92	.94
03PA	-4.34	1424.37	5.09	-5.02	1107.09	4.83	-7.75	1110.37	4.87	-7.03	1119.07	4.91	-13.49	1041.27	4.62
03VA	8.65	423.94	1.51	7.57	354.47	1.55	15.96	382.11	1.68	11.39	367.05	1.61	21.12	399.12	1.77
03WV	11.91	226.18	.81	16.74	202.11	.88	11.75	193.22	.85	7.54	185.88	.81	11.39	192.53	.85
04AL	9.75	442.47	1.65	5.78	376.57	1.64	9.61	390.22	1.71	9.64	389.26	1.71	10.94	393.88	1.75
04FL	.14	763.40	2.72	1.24	632.21	2.76	4.67	653.64	2.87	2.05	637.31	2.79	7.79	673.12	2.99
04GA	3.47	482.39	1.72	-2.82	376.43	1.64	5.62	409.11	1.80	3.48	400.81	1.76	9.71	424.98	1.89
04KY	7.52	346.74	1.38	12.75	341.23	1.49	17.58	355.85	1.56	17.70	356.22	1.56	12.57	340.67	1.51
04MS	32.15	451.62	1.61	23.60	364.15	1.66	51.61	473.49	2.08	50.45	469.86	2.06	48.21	462.87	2.05
04NC	-.27	632.46	2.26	-2.43	504.59	2.20	-2.76	502.86	2.21	-2.95	501.86	2.20	-.43	514.93	2.28
04SC	5.53	344.90	1.23	-2.53	269.39	1.17	4.39	286.49	1.27	3.82	286.92	1.26	2.66	283.73	1.26
04TN	9.79	512.52	1.83	-1.70	389.94	1.70	1.61	403.08	1.77	.51	398.71	1.75	2.73	407.51	1.81
05IL	-13.88	1005.69	3.59	-8.39	829.71	3.62	-11.52	801.31	3.52	-10.30	812.34	3.56	-14.58	773.63	3.43
05IN	7.38	725.65	2.59	-4.24	544.83	2.38	-4.87	541.20	2.38	-5.77	536.11	2.35	-2.43	555.08	2.46
05MI	-3.66	965.09	3.45	-11.47	715.72	3.12	-28.81	575.54	2.53	-25.96	598.63	2.62	-28.14	581.01	2.58
05MN	6.14	573.81	2.04	1.19	454.01	1.98	-6.14	421.11	1.85	-6.15	421.08	1.85	-5.77	422.77	1.88
05OH	-10.05	1006.83	3.60	-11.38	781.33	3.41	-27.53	638.32	2.80	-26.97	643.26	2.82	-28.18	632.58	2.81
05WI	-4.10	483.23	1.73	-1.49	400.62	1.75	-4.72	387.50	1.70	-6.39	380.72	1.67	-4.28	389.28	1.73
06AR	25.25	427.85	1.53	17.43	358.11	1.56	31.92	402.28	1.77	32.77	404.88	1.78	30.43	397.73	1.76
06LA	14.33	482.93	1.72	16.17	421.09	1.84	3.00	373.35	1.64	2.66	372.14	1.63	6.11	384.62	1.71
06NM	12.39	224.00	.80	18.75	200.02	.88	22.10	206.59	.91	24.96	211.44	.93	18.18	199.95	.89
06OK	22.24	559.31	2.00	17.44	472.54	2.06	32.66	533.73	2.34	34.61	541.62	2.37	23.86	498.38	2.21
06TX	9.96	1994.43	7.09	9.00	1665.48	7.26	18.19	1805.94	7.93	18.07	1804.14	7.91	15.47	1764.33	7.83
07IA	14.67	435.14	1.55	12.47	369.50	1.61	27.90	420.16	1.84	25.49	412.27	1.81	31.27	431.25	1.91
07KS	5.53	304.74	1.09	.27	241.40	1.05	10.85	265.28	1.16	9.69	262.51	1.15	6.24	254.24	1.13
07MO	12.35	779.85	2.78	4.30	641.68	2.80	12.84	668.61	2.93	13.16	670.51	2.94	12.51	666.65	2.96
07NB	8.20	231.76	.83	13.17	203.26	.89	26.32	226.87	1.00	24.69	223.95	.98	25.34	225.11	1.00
08CO	3.95	352.69	1.26	2.48	287.81	1.26	10.21	308.31	1.35	11.06	310.68	1.36	8.03	302.20	1.34
08MT	38.24	235.42	.84	24.28	196.61	.86	35.61	213.51	.94	37.16	219.09	.96	22.07	192.18	.85
08ND	29.41	176.25	.63	38.49	163.40	.71	41.24	172.37	.76	42.60	174.02	.76	32.17	161.30	.72
08SD	30.62	149.74	.66	17.73	150.52	.66	29.93	166.11	.73	33.43	170.58	.75	13.24	144.78	.64
08UT	23.62	227.74	1.03	24.95	255.04	1.13	26.14	260.51	1.14	26.27	260.77	1.14	20.19	248.22	1.10
08WY	14.84	110.02	.39	23.20	101.45	.44	43.38	118.03	.52	45.12	119.49	.52	28.40	105.72	.47
09AZ	28.19	426.60	1.53	22.09	366.63	1.63	33.41	400.53	1.76	30.94	393.15	1.72	33.48	400.78	1.78
09CA	8.34	2739.39	9.78	6.54	2305.45	10.05	-.88	2165.27	9.50	-3.11	2116.44	9.26	4.80	2289.17	10.16
09HI	2.03	112.76	.40	-.84	93.36	.39	-14.54	78.33	.34	-13.18	79.11	.34	-14.49	77.91	.35
09NV	24.97	142.20	.65	8.16	141.43	.61	2.67	133.56	.59	8.26	140.56	.62	6.36	121.58	.54
10AK	24.61	92.76	.33	50.37	99.40	.43	17.41	77.30	.34	19.60	78.75	.35	10.25	72.59	.32
10ID	14.86	200.35	.72	23.37	186.63	.81	24.87	194.01	.85	31.68	198.24	.87	24.47	187.38	.83
10OR	13.37	422.29	1.51	11.34	357.16	1.56	23.70	386.93	1.70	19.[illegible]	382.73	1.68	22.83	393.99	1.75
10WA	3.93	445.61	1.59	25.46	449.49	1.96	49.57	533.74	2.34	44.18	560.89	2.46	64.33	586.41	2.60
TOTAL	394.35	28005.77		374.76	22930.35		480.33	22787.36		465.11	22807.33		317.90	22536.38	

Appendix F.5

SIMULATED PERCENT CHANGE IN MANYEARS - FY76 REPLICATION

ACTUAL PERCENT CHANGE IN MANYEARS FY75 BPF		TOTAL	-9999. -25.	-25. -15.	-15. -10.	-10. -5.	-5. 0.	0. 5.	5. 10.	10. 15.	15. 25.	25. 9999.
	TOTAL	52 100.00	0 .00	2 3.85	5 9.62	3 5.77	9 17.31	6 11.54	6 11.54	4 7.69	13 25.00	4 7.69
	-9999. -25.	0 .00										
	-25. -15.	2 3.85			1 50.00	1 50.00						
	-15. -10.	4 7.69		2 50.00	1 25.00	1 25.00						
	-10. -5.	3 5.77			2 66.67		1 33.33					
	-5. 0.	5 9.62			1 20.00	1 20.00	3 60.00					
	0. 5.	6 11.54					2 33.33	3 50.00				1 16.67
	5. 10.	12 23.08					3 25.00	3 25.00	4 33.33	2 16.67		
	10. 15.	10 19.23							1 10.00	2 20.00	6 60.00	1 10.00
	15. 25.	4 7.69							1 25.00		2 50.00	1 25.00
	25. 9999.	6 11.54									5 83.33	1 16.67

Appendix D.6

SIMULATED PERCENT CHANGE IN MANYEARS - FY76 ALTERNATE A

ACTUAL PERCENT CHANGE IN MANYEARS FY75 BPF		TOTAL	-9999. -25.	-25. -15.	-15. -10.	-10. -5.	-5. 0.	0. 5.	5. 10.	10. 15.	15. 25.	25 9999
	TOTAL	52 100.00	3 5.77	4 7.69	5 9.62	2 3.85	4 7.69	6 11.54	4 7.69	4 7.69	7 13.46	1 25.0
	-9999. -25.	0 .00										
	-25. -15.	2 3.85		1 50.00	1 50.00							
	-15. -10.	4 7.69	2 50.00	1 25.00	1 25.00							
	-10. -5.	3 5.77		2 66.67	1 33.33							
	-5. 0.	5 9.62	1 20.00		1 20.00	1 20.00	2 40.00					
	0. 5.	6 11.54			1 16.67			1 16.67	2 33.33	1 16.67		16.6
	5. 10.	12 23.08				1 8.33	2 16.67	3 25.00	1 8.33	1 8.33	3 25.00	8.3
	10. 15.	10 19.23						1 10.00	1 10.00	2 20.00	3 30.00	30.0
	15. 25.	4 7.69						1 25.00			1 25.00	50.0
	25. 9999.	6 11.54										100.0

Aprendix D.7

SIMULATED PERCENT CHANGE IN MANYEARS - FY76 ALTERNATE B

ACTUAL PERCENT CHANGE IN MANYEARS FY75 BPF		TOTAL	-9999. -25.	-25. -15.	-15. -10.	-10. -5.	-5. 0.	0. 5.	5. 10.	10. 15.	15. 25.	25 9999
	TOTAL	52 100.00	3 5.77	4 7.69	5 9.62	4 7.69	2 3.85	6 11.54	5 9.62	5 9.62	6 11.54	1 23.0
	-9999. -25.	0 .00										
	-25. -15.	2 3.85		1 50.00	1 50.00							
	-15. -10.	4 7.69	2 50.00	1 25.00	1 25.00							
	-10. -5.	3 5.77		2 66.67	1 33.33							
	-5. 0.	5 9.62	1 20.00		1 20.00	2 40.00	1 20.00					
	0. 5.	6 11.54			1 16.67			2 33.33	1 16.67	1 16.67		16.6
	5. 10.	12 23.08				2 16.67	1 8.33	3 25.00	2 16.67	1 8.33	3 25.00	
	10. 15.	10 19.23						1 10.00	1 10.00	3 30.00	2 20.00	30.0
	15. 25.	4 7.69							1 25.0		1 25.00	50.0
	25. 9999.	6 11.54										100.0

Appendix D.8

SIMULATED PERCENT CHANGE IN MANYEARS - FY76 ALTERNATE C

ACTUAL PERCENT CHANGE IN MANYEARS FY75 BPF		TOTAL	-9999. -25.	-25. -15.	-15. -10.	-10. -5.	-5. 0.	0. 5.	5. 10.	10. 15.	15. 25.	25. 9999.
	TOTAL	52 100.00	6 11.54	2 3.85	5 9.62	2 3.85	6 11.54	3 5.77	5 9.62	6 11.54	8 15.38	9 17.31
	-9999. -25.	0 .00										
	-25. -15.	2 3.85	1 50.00		1 50.00							
	-15. -10.	4 7.69	3 75.00		1 25.00							
	-10. -5.	3 5.77	1 33.33	1 33.33	1 33.33							
	-5. 0.	5 9.62	1 20.00	1 20.00	1 20.00		2 40.00					
	0. 5.	6 11.54			1 16.67		1 16.67		3 50.00			1 16.67
	5. 10.	12 23.08				1 8.33	2 16.67	3 25.00	1 8.33	2 16.67	2 16.67	1 8.33
	10. 15.	10 19.23					1 10.00		1 10.00	2 20.00	3 30.00	3 30.00
	15. 25.	4 7.69				1 25.00				1 25.00	2 50.00	
	25. 9999.	6 11.54									1 16.67	5 83.33

Appendix D.9

Comparison of Effects of Performance Ratio Specifications for Types of Jobs, FY75 Replication compared with Alternate A (2 States)

FY75 Replication Table 2B

Michigan

	IP	%	PW	Weighted %	NA	CI
Dr.	8249.0000	9.7955	1.0000	9.7955	H	H
	8932.0000	10.6066	2.0000	21.2131	H	H
	67031.0000	79.5979	3.0000	238.7938	H	H
	84212.0000	H	H	269.8025	260.0100	103.7662
Skill	2210.0000	2.3893	4.0000	9.5571	H	H
	26249.0000	28.3782	3.0000	85.1347	H	H
	25230.0000	27.2766	3.0000	81.8297	H	H
	20018.0000	21.6418	3.0000	64.9253	H	H
	16064.0000	17.3670	2.0000	34.7341	H	H
	2726.0000	2.9471	1.0000	2.9471	H	H
	92497.0000	H	H	279.1279	274.1700	101.8083
Wages	2036.0000	2.2016	1.0000	2.2016	H	H
	36835.0000	39.8307	2.0000	79.6613	H	H
	53608.0000	57.9678	3.0000	173.9033	H	H
	92479.0000			255.7662	229.6400	111.3770

Oklahoma

	IP	%	PW	Weighted %	NA	CI
Dr.	13215.0000	18.5247	1.0000	18.5247		
	3136.0000	4.3960	2.0000	8.7921		
	54986.0000	77.0792	3.0000	231.2376		
	71337.0000	H	H	258.5544	260.0100	99.4402
Skill	2186.0000	2.5601	4.0000	10.2404	H	H
	25978.0000	30.4238	3.0000	91.2715	H	H
	16133.0000	18.8940	3.0000	56.6819	H	H
	19710.0000	23.0831	3.0000	69.2494	H	H
	15439.0000	18.0812	2.0000	36.1624	H	H
	5941.0000	6.9577	1.0000	6.9577	H	H
	85387.0000	H	H	270.5635	274.1700	98.6846
Wages	4897.0000	5.7318	1.0000	5.7318	H	H
	55836.0000	65.3542	2.0000	130.7084	H	H
	24703.0000	28.9140	3.0000	86.7421	H	H
	85436.0000			223.1823	229.6400	97.1879

Appendix D.9 (cont'd.)

FY76 Alternate A Table 5

Michigan

	OF	OR	% Filled	PW	Weighted %	NA	CI
ur	42728.0	43356.0	98.5515	1	98.5515	97.2600	101.3279
	8664.0	14556.0	59.6592	2	119.3185	138.5000	86.1505
	64676.0	140828.0	45.9255	3	137.7766	165.3500	83.3242
					355.6466	401.1100	88.5656
kill	2292.0	11840.0	19.3581	4	77.4324	177.0500	43.7348
	29824.0	34580.0	86.2464	3	258.7392	302.6100	85.5025
	18420.0	38308.0	48.0840	3	144.2519	183.2100	78.7358
	38564.0	52368.0	73.6404	3	220.9212	203.4100	108.6088
	20408.0	27424.0	74.4166	2	148.8331	155.6500	95.6204
	6580.0	9092.0	72.3713	1	72.3713	83.3700	86.8074
					922.5491	1105.3000	83.4659
ages	9020.0	14588.0	61.8316	1	61.8316	76.9100	80.3948
	38068.0	55940.0	68.0515	2	136.1030	141.9400	95.8877
	41632.0	56208.0	74.0677	3	222.2032	191.2300	116.1969
	26484.0	46128.0	57.4142	4	229.6566	216.8200	105.9204
					649.7945	626.9000	103.6520

Oklahoma

	OF	OR	% Filled	PW	Weighted %	NA	CI
ur	72532.0	73536.0	98.6347	1	98.6347	97.2600	101.4134
	9232.0	11656.0	79.2038	2	158.4077	138.5000	114.3738
	81768.0	117064.0	69.8609	3	209.5827	165.3500	126.7510
					466.6251	401.1100	116.3334
ki l	5124.0	10844.0	47.2519	4	189.0077	177.0500	106.7539
	33428.0	28788.0	116.1178	3	348.3535	302.6100	115.1163
	24392.0	29548.0	82.5504	3	247.6513	183.2100	135.1735
	39248.0	46668.0	84.1005	3	252.3014	203.4100	124.0359
	37036.0	39664.0	93.3743	2	186.7487	155.6500	119.9799
	24304.0	25060.0	96.9832	1	96.9832	83.3700	116.3287
					1321.0458	1105.3000	119.5192
ag	18472.0	23296.0	79.2926	1	79.2926	76.9100	103.0979
	135276.0	154464.0	87.5777	2	175.1554	141.9400	123.4010
	45316.0	54192.0	83.6212	3	250.8636	191.2300	131.1842
	11960.0	20148.0	59.3607	4	237.4429	216.8200	109.5115
					742.7545	626.9000	118.4805

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APPENDIX E

Analysis of the Effects of External Factors on ES Performance: Regression Analysis Results

Appendix E.1

Summary of Multiple Regression Analysis of Relationships between Selected ES Performance Measures and Selected External Economic Factors

(7/1/72 - 9/30/73)

External Factors	ES Performance Measures: Individuals Placed Per Man Year	Placements Per Man Year	Penetration Rate	Percent of Openings Filled
Unemployment: 1973 Rate	-6.22	- 7.18	- .82	- .42
Percent Change, 72-73	.55	.59	.04	- .07
Percent of 1973 Employment in:				
Manufacturing	-2.31	- 5.11	- .83	-1.80*
Contract Construction	-10.76	-19.59	-2.33	-6.73*
Government	-1.64	- .91	.37	-1.19
All Other Industries	-3.04	- 4.98	- .57	-1.59*
Percent of U.S. Employment, 1973	-2.54	- 2.51	- .55	- .11
Rate of Growth of Employment, 1972-73	7.66**	9.55	.66	.55
Rate of New Hires in Manufacturing, 1973	-2.87	12.67	2.01**	1.26
Average Hourly Wage in Manufacturing, 1973	-9.02	NIL	-2.63	- .54
Percent in Unions, 1970	NIL	1.10	.14	.07
Percent in Minority Groups, 1970	.17	.56	- .02	.15
Percent Low Wage Workers, 1970	9.44**	3.53	.31	2.89*
Percent of Variance Explained	66.82%	60.74%	72.36%	70.65%
Standard Error of Estimate	27.52	48.91	5.90	7.21
Constant	348.07	487.87	72.40	194.61
Mean	135.13	200.39	21.80	59.59

* Significant at .05 level.

November 6, 1974

Appendix E.2

Stepwise Regression Analyses of Relationships between Selected ES Performance Measures and External Economic Factors*
(7/1/72 - 9/30/73)

ES Performance Measure	External Factor	Regression Coefficient	% Variance Explained	Standard Error	Constant
Individuals Placed Per Man Year	1. Unemployment Rate 1973	-8.50	56.63	27.83	- .52
	2. % Low Wage Workers	12.16			
Placements Per Man Year	1. Rate of Growth of Employment, 1973	11.11	48.55	49.53	-63.84
	2. % Low Wage Workers	14.77			
Penetration Rate	1. % Employment in Government, 1973	1.59	64.80	5.81	-20.02
	2. Rate of New Hires in Manufacturing, 1973	2.63			
Percent of Openings Filled	1. % Employment in Construction, 1973	-3.32	58.54	7.56	15.92
	2. % Employment in Government, 1973	.77			
	3. % Low Wage Workers	3.33			

Factors significant at .05 level. 138

Appendix E.3

Summary of Multiple Regression Analysis of Relationships Between Selected ES Performance Measures and Selected External Economic Factors

(FY74)

EXTERNAL FACTORS	ES PERFORMANCE MEASURES: INDIVIDUALS PLACED PER MAN YEAR	PENETRATION RATE	PERCENT OF OPENINGS FILLED
Unemployment: 1973 Rate	-1.79	.16	-1.05
Percent Change, 72-73	.18	.06	-.22**
Percent of 1973 Employment in:			
Manufacturing	-.35	-.11	.06
Contract Construction	-1.85	-.25	-.59
Government	2.26**	1.50**	1.07**
All Other Industries	-1.77**	-.14	.35
Percent of U.S. Employment, 1973	-1.04	-.72	-.53
Rate of Growth of Employment, 1972-73	4.83	-.24	-2.23**
Rate of New Hires in Manufacturing, 1973	-1.20	2.25**	3.92**
Average Hourly Wage in Manufacturing, 1973	-14.38	-.30	2.47
Percent in Unions, 1970	.61	.18	.05
Percent in Minority Groups, 1970	-.07	-.05	.23**
Percent Low Wage Workers, 1970	6.00**	-.13	2.31**
Percent of Variance Explained	62.27	88.72	70.95
Standard Error of Estimate	25.56	5.86	7.26
Constant	172.79	-8.52	-15.14
Mean	160.75	20.51	69.43

**Significant at .05 Level.

Appendix E.4

Stepwise Regression Analysis of Relationships Between Selected ES Performance Measures and External Economic Factors*

(FY74)

ES PERFORMANCE MEASURE (FY74)	EXTERNAL FACTOR	REGRESSION COEFFICIENT	% VARIANCE EXPLAINED	STANDARD ERROR	CONSTANT
Individuals Placed Per Man Year	1.% Employed in misc. Industries, 1973	-1.89	57.56	24.58	100.90
	2.% Growth in Employment, 1972-73	4.78			
	3.% Change in Unemployment Rate, 1972	2.75			
	4.% Low Wage Workers 1970	5.74			
Penetration Rate	1.% Employed in Government, 1973	1.79	85.53	5.83	-24.96
	2.Rate of New Hires in Mfg., 1973	2.06			
Percent of Openings Filled	1.% Growth in Employment, 72-73	-1.49	63.68	7.36	9.37
	2.% Employed in Government, 1973	1.07			
	3.% Change in Unemployment Rate, 1972-73	-.14			
	4.% Low Wage Workers, 1970	2.38			
	5.Rate of New Hires in Mfg., 1973	2.55			
Percent of Applicants Placed	1.% Employed in Government, 1973	.18	32.02	5.50	11.10
	2.% Change in Unemployment Rate, 1972-73	.13			
	3.% Low Wage Workers, 1970	.86			

Appendix E.5

Correlation Matrix of Variables Used in Second Stage Analysis of Placement Productivity[a]

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
(1) Individuals Placed Per Man Year FY74	1.000	-.232	.229	.399	.274	-.274	.349	.530	-.118	.673	-.702
(2) Unemployment Rate CY73		1.000	.095	-.275	-.358	-.166	-.161	.052	.278	-.066	.440
(3) Percent Change in Unemployment Rate, 1972-73			1.000	.109	.260	-.323	.429	.213	.280	.277	-.219
(4) Growth in Employment, 1972-73				1.000	.547	-.239	.454	.156	.142	.394	-.286
(5) Rate of New Hires in Manufacturing, 1973					.1000	-.135	.367	.133	.056	.394	-.369
(6) Percent Employed in Manufacturing, 1973						1.000	-.540	-.771	-.790	-.490	.183
(7) Percent Employed in Contract Construction, 1973							1.000	.340	.234	.484	-.267
(8) Percent Employed in Government, 1973								1.000	.329	.591	-.404
(9) Percent Employed in all Other Industries, 1973									1.000	.152	.176
(10) Percent Low Wage Workers, 1970										1.000	-.554
(11) UI Claimants as a Percent of New Applicants and Renewals, FY74											1.000

a- Correlation coefficient must exceed $\pm$.300 to be statistically significant at the .05 level.

Appendix E.6

Summary of Second Stage Multiple Regression Analysis of the Effects of External Factors on ES Productivity

Explanatory Variable	Regression Coefficients	
	Beta[a]	b[b]
Claimants as a Percent of New Applicants and Renewals, FY74	-.350	-.958
Percent Low Wage Workers, 1970	.289	4.472
Growth in Employment, 72-73	.174	3.440
Percent Employed in Government, 1973	.259	2.396
Percent Employed in Other Industries, 1973 (excluding Contract Construction)	-.210	-1.315

Constant 130.82 Standard Error of Estimate: 22.05

Percent of Variance Explained 67.24%

a- Measures relative variation in productivity attributable to the relative variation of each factor, irrespective of differing units of measurement.

b- Shows the number of units increase or decrease in productivity attributable to a one unit increase in each factor.

Appendix E.7

FY74 Regression Equation

	Variable	Coefficient	Std. Error	F Ratio	BETA Coefficient
(Constant		101.47122)			
Low Wage	2	5.35051	2.43853	4.8143	.3224
Claimant	3	-1.07280	.38602	7.7234	-.3786
Growth	4	3.45328	2.37892	2.1072	.1634
Employment	5	-6.26752	6.76513	.8583	-.3572
Unemployment	6	3.39671	6.55435	.2686	.1982
Multiple R		.5670			
Std. Error of Est.		27.5061			

FY75 Regression Equation

	Variable	Coefficient	Std. Error	F Ratio	BETA Coefficients
(Constant		167.80212)			
Low Wage	2	3.50117	2.68749	1.6972	.1737
Claimant	3	-1.10132	.34232	10.3508	-.3738
Growth	4	7.27357	2.28935	10.0941	.3261
Employment	5	-13.49751	7.04619	3.6694	-.6147
Unemployment	6	6.75408	6.08948	1.2302	.3451
Multiple R		.6666			
Std. Error of Est.		29.2862			

Appendix E-8

Selected ES Performance Measures for the First Half of FY 1975 and External Factors at the Labor Area Level for 80 SMSA's and 48 Balance of State Areas:

	Mean	Standard Deviation
Performance Measures:		
Individuals Placed as a Percent of New Applicants and Renewals	22.89	7.84
Openings Filled as a Percent of Openings Received	67.29	10.77
Individuals Placed as a Percent of the Number Unemployed	76.02	51.91
Openings Filled as a Percent of Nonagricultural Employment	3.52	2.51
Explanatory Variables		
Rate of Growth of Employment 10/73 - 10/74	3.38	5.08
Area Employment as a Percent of National Employment, 10/74	.78	.77
Area Unemployment as a Percent of National Unemployment, CY74	.78	.85
Unemployment Rate, CY74	5.39	1.71
Percent of Employment in:		
Construction	5.70	1.79
Manufacturing	23.48	10.10
Government	19.04	6.90
UI Claimants as a Percent of New Applicants and Renewals	26.15	14.60
Size Class:*		
Over 3 Million	.023	.152
1-3 Million	.070	.257
Under 1 Million	.531	.501
Balance of State	.375	.486

* Dummy variables. Mean indicates percent of the 128 observations in each size class.

Appendix E-9

Selected ES Performance Measures for the First Half of FY 1975 and External Factors at the Labor Area Level for 80 SMSA's and 48 Balance of State Areas:

Correlations between Performance Measures and Explanatory Variables

Explaratory Variables	Performance Measures: Individuals Placed as a Percent of New Applicants and Renewals	Openings Filled as a Percent of Openings Received	Individuals Placed as a Percent of the Number Unemployed	Openings Filled as a Percent of Nonagricultural Employment
Rate of Growth of Employment 10/73 - 10/74	.279	.359	.328	.440
Area Employment as a Percent of National Employment, 10/74	-.066	-.114	-.284	-.246
Area Unemployment as a Percent of National Unemployment, CY74	-.046	-.039	-.357	-.203
Unemployment Rate, CY74	-.118	.016	-.497	-.060
Percent of Employment in:				
Construction	.150	.173	.262	.443
Manufacturing	-.308	-.195	-.331	-.350
Government	.265	.365	.301	.612
UI Claimants as a Percent of New Applicants and Renewals	-.543	-.336	-.359	-.348
Size Class:				
Over 3 million	-.006	-.085	-.124	-.093
1-3 Million	-.066	-.233	-.181	-.163
Under 1 Million	-.196	-.284	-.139	-.273
Balance of State	.239	.442	.278	.397

Appendix E-10

Matrix of Correlations Among Explanatory Variables used in the Analysis of External Factors on ES Performance at the Labor Area Level for 80 SMSA's and 48 Balance of State Areas

Explanatory Variables	Correlations										
	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
(1) Rate of Growth of Employment 10/73 - 10/74	-.067	-.010	.089	.300	-.252	.422	-.091	-.130	-.139	-.539	.670
(2) Area Employment as a Percent of National Employment, 10/74		.930	.158	-.275	.192	-.124	.035	.700	.290	-.459	.102
(3) Area Unemployment as a Percent of National Unemployment, CY74			.422	-.295	.189	-.055	.043	.593	.282	-.491	.172
(4) Unemployment Rate, CY74				-.237	-.001	.036	.169	.069	.092	-.148	.083
Percent of Employment in:											
(5) Construction					-.484	.468	-.148	-.180	-.086	-.068	.172
(6) Manufacturing						-.478	.251	.023	-.103	-.002	.050
(7) Government							-.201	-.105	-.054	-.306	.376
(8) UI Claimants as a Percent of New Applicants and Renewals								.046	.020	.013	-.038
Size Class:											
(9) Over 3 Million									-.043	-.165	-.120
(10) 1-3 Million										-.293	-.213
(11) Under 1 Million											-.825
(12) Balance of State											1.000

Appendix E-11

Summary of Regression Analysis of External Factors on Selected ES Performance Measures at the Labor Area Level for the First Half of FY 1975 for 80 SMSA's and 48 Balance of State Areas

Regression Coefficients (b)
BETAs (B)
Percent of Variance Explained by Each Factor (Br)

Explanatory Variables	Individuals Placed as a Percent of New Applicants and Renewals (IP/AR)			Individuals Placed as a Percent of the Number Unemployed (IP/U)			Openings Filled as a Percent of Openings Received			Openings Filled as a Percent of Nonagricultural Employment (OF/Emp)		
	b	B	Br	b	B	Br	b	B	Br	b	B	Br
Rate of Growth of Employment 10/73 - 10/74	.12	.078	.022	1.11	.109	.036	- .03	-.014	.005	.03	.061	.027
Area Employment as a Percent of National Employment, 10/74	-7.07*	-.694*	.046*	-53.68*	-.796*	.226*	-8.98*	-.642*	.073*	-1.65*	-.506*	.125*
Area Unemployment as a Percent of National Unemployment, CY74	4.91*	.532*	.024*	26.49*	.434*	.155*	6.34*	.500*	.020*	.12	.041	.008
Unemployment Rate, CY74	-1.05*	-.229*	.027*	-19.07*	-.628*	.312*	- .64	-.102	.002	---	---	---
Percent of Employment in:												
Construction	- .55	-.126	.018	-5.69*	-.196*	.051*	- .47	-.078	.014	.19*	.135*	.060*
Manufacturing	- .17*	-.219*	.067*	-1.48*	-.287*	.095*	- .13	-.122	.024	.01	.040	.014
Government	-..03	-.026	.007	.17	.022	.007	.16	.103	.037	.13*	.357*	.219*
UI Claimants as a Percent of New Applicants and Renewals	- .25*	-.466*	.253*	.66*	.186*	.067*	- .20*	-.271*	.091*	-.04*	-.233*	.081*
Size Class:												
Over 3 Million	9.91*	.192*	.001*	---	---	---	---			4.95*	.300*	.028*
1-3 Million	---	---		87.89*	.435*	.079*	-13.10*	-.313*	.073*	---	---	
Under 1 Million	-1.63	-.104	.020	8.25	.080	.011	-9.00*	-.418*	.119*	-.97	.194	.044
Balance of State	2.36	.146	.035	35.84*	.336*	.093*	---			.51	.099	.039
Constant	43.89			261.41			86.67			2.06		
Percent of Variance Explained (R^2)	42.04			59.05			37.53			56.53		
Standard Error of Estimate	6.25			34.76			8.87			1.73		

*Significant at the .05 level